

**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular Workshop Session of Monday, August 15, 2016
Library Meeting Room – 5:30 p.m.
601 South Washington Avenue

I. CALL TO ORDER

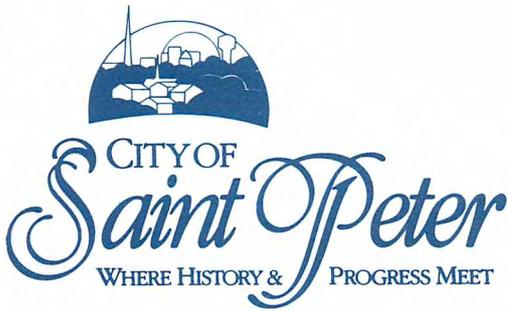
II. DISCUSSION

- A. Recreation Department Presentation
- B. City Council Emails
- C. Lease of Community Center Space Presentations
- D. MVED Joint Use Agreement
- E. Substation Repairs
- F. Others

III. ADJOURNMENT

Office of the City Administrator
Todd Prafke

TP/bal



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 8/12/16

FROM: Todd Prafke
City Administrator

RE: Department Presentation: Recreation and Leisure Services Department

ACTION/RECOMMENDATION

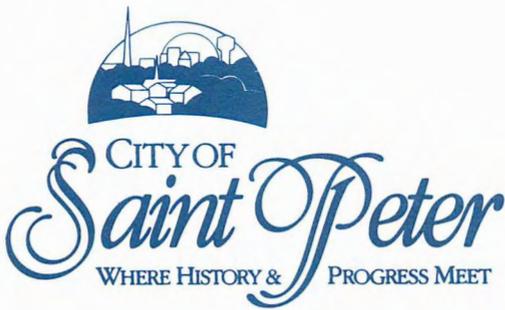
None needed. For your information only.

BACKGROUND

As has been our past practice, time has been set aside on this workshop agenda for a presentation on one of the City's Departments. Recreation and Leisure Services Department Director Timmerman will be at the workshop on Monday evening to provide information on activities in the Recreation Department.

Please feel free to contact me if you have any questions or concerns on this agenda item.

TP/bal



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 8/12/16

FROM: Todd Prafke
City Administrator

RE: City Council Emails

ACTION/RECOMMENDATION

None needed. For City Council review and discussion only.

BACKGROUND

Full-time and certain part-time City employees are provided with City emails. These emails are used for all City business related discussions and activities. As the use of emails has grown among the general public, it may be time for the City Councilmembers to be issued City email accounts.

The City's Computer Service Technician II, Leon Quiram, will be at the workshop on Monday evening to provide training on the City's email system for Councilmembers. Mr. Quiram will provide instructions on how to access Councilmember email accounts and be available to answer questions.

In addition, I will provide some additional information on the use of emails as it relates to the Data Practices Act, the City's Record Retention Policy, and the Open Meeting Law.

Please feel free to contact me if you have any questions or concerns on this agenda item.

TP/bal

COUNCIL EMAILS – IMPORTANT TO REMEMBER....

1. Data Practices – There are three types of data records generated by the City...public, private, and rarely....confidential. Unless something is specifically designated as private or confidential in Statute, the records are considered to be public, and as such, may be released upon request to a third party. Private emails may be released to the subject of the email under certain conditions. Emails to and from City Councilmembers are considered a data record.

Councilmembers must retain each email they send and receive as required by the Records Retention schedule adopted by the Council.

The following is an excerpt from the City's Personnel Policy manual:

"All messages, calls, memorandums, emails, letter and all other work product documents are City records. The City reserves the right to review all written or printed documents and E-mail messages and to disclose these communications for any purpose without prior notice. This includes disclosure to law enforcement officials, if necessary."

Councilmembers fall under the same requirements of the Minnesota Data Practices Act as do other City employees. All employees, including Councilmembers are required to include the following disclaimer at the bottom of each email sent during the course of your work as an employee/Councilmember.... ****PLEASE NOTE – Emails to and from this address may be considered public information under the Minnesota Data Practices Act and as such, may be released to third parties.*

Any requests for public information (i.e. copies of City Councilmember emails) need to be submitted to the City Administrator. The City Administrator's Office serves as the Public Information Office for the City. The City Administrator will determine whether the information is public and if it may be released and, if so, will provide the requested information to the person making the request.

2. Records Retention and Data Practices – As an official of the City of Saint Peter, Councilmembers fall under the same Records Retention laws as do all City employees. As provided for in State Statutes, all emails constitute "correspondence" and you are required to keep copies of correspondence for a minimum of one year. However, depending on the topic of the correspondence, you may have to keep the information for several years or even permanently.

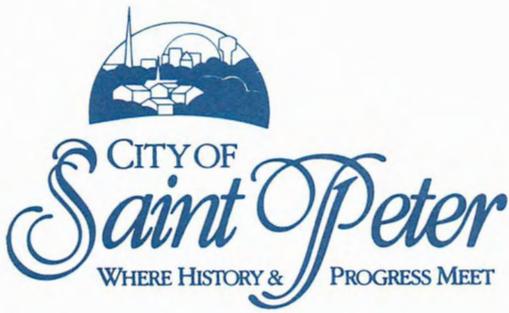
Please note that under certain conditions, the electronic device(s) you use to access and send City emails may be seized to determine compliance with regulations. Because of that, we suggest that Councilmembers do not send and receive both personal and City emails from the same account or over multiple devices. For example...if you have a desktop computer at home and that computer is connected to an IPAD, smart phone, Kindle or similar devices, you should not access your City email account on more than one device. This limits your exposure in the event of a possible violation of the regulations.

FROM THE LEAGUE HANDBOOK...*In a lawsuit or other data practices requests, a discovery demand for information will most likely include all the city's relevant email and other electronic data. Backup media may be part of the request. The city may be*

compelled to spend significant time and money looking for the relevant data on all systems, and redacting any non-public information. Data requests may also cover a personal computer or other technology, including personal devices used to conduct city business, or social media data that have been used to communicate on the topic of interest.

Because you have to keep this information, you should develop an easily understandable system for keeping the information on your electronic device.

- Find a method of keeping emails and destroying them on the schedule adopted by the City.
 - Don't keep things longer than the schedule and don't destroy the email prior to the authorized time.
 - Before destroying any City records, you must have authorization from the City Administrator's Office. The Administrator will review the documents in question to determine the length of time the materials must be retained. If approved for destruction, a destruction record form must be completed and maintained by the Administrator's Office.
 - If the information may possibly result in a lawsuit, that information must be kept substantially longer and we may be directed by a Judge to freeze all activity related to the lawsuit. Because this is sometimes difficult to distinguish from other emails on a similar or related topic, Councilmembers would be provided further instruction in this event on how to handle their accounts.
 - File names and email subject lines should have enough detail to determine the content without opening the email. This becomes especially important in the event of a discovery demand related to a lawsuit.
3. Serial Meetings – The Open Meeting Law does not allow “serial meetings” between Councilmembers. Serial meetings can occur via email when Councilmembers engage in a series of back and forth communication. To prevent this from happening, any information Councilmembers wish to have distributed among the Council should be submitted to the City Administrator who will distribute the information which allows everyone to see it, but prevents discussion that could be a violation of the Open Meeting Law.



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 8/12/16

FROM: Todd Prafke
City Administrator

RE: Lease of Community Center Space Presentations

ACTION/RECOMMENDATION

None needed. For Council information and discussion only.

BACKGROUND

The City requested proposals for lease of space at the Community Center that will become vacant in 2017. Proposals were submitted by Minnesota Valley Action Council, Kid's Corner, and St. Peter Community Child Care.

As part of the process, time has been set aside on the agenda Monday evening to hear presentations from each of the proposals. The schedule is as follows:

6:30 – MVAC
7:00 – Kid's Corner
7:30 – St. Peter Community Childcare

A copy of the proposals submitted by each is included for Council review prior to Monday night.

The goal of the meeting is to allow an opportunity for each respondent to make a short presentation, answer questions the Council may have and to engage in a discussion about the best use of facilitates meeting the goals established by the Council previously. Those goals were:

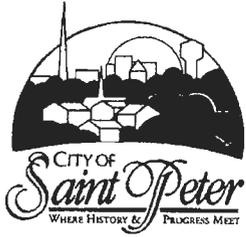
- Use of the building by organizations and businesses that can demonstrate a directed benefit to the larger community.
- Use or operation that can work collaboratively with other current building tenants.
- Uses that might benefit families, and specifically families with infant or young children.
- Uses that complement the current uses provided for in the Community Center.

The Council does not have to make any determination at this meeting and it may be that a review of the goals and how the respondents match those goals is valuable to a future action which would result in a lease to one, two or all three of the respondents.

It is wonderful that each entity has taken the time to respond and express their interest, not only in your facilities, but in discussing the ways they believe they help our community. We are lucky to have many that take interest in service to the greater community in Saint Peter.

Please feel free to contact me if you have any questions or concerns on this agenda item.

TP/bal



City of Saint Peter, Minnesota
Request for Proposals
Opportunity to Lease Rooms 110,115,117 and 119
Located at the Saint Peter Community Center
600 South Fifth Street Saint Peter, MN 56082

April 27, 2016

To all Interested Parties:

The City of Saint Peter, Minnesota currently owns and will have available to lease four rooms on the first floor on the Saint Peter Community Center. The rooms are:

Parent Room 110 = 564 sq ft
Room 115 = 812 sq ft
Room 117 = 1112 sq ft
Room 119 = 1014 sq ft

Enclosed in this proposal document please find a floor plan for the first floor of the Community Center indicating the location of the rooms available for lease.

The following information is provided for your convenience and utilization. Inquiries regarding the proposal process or property may be directed to:

Jane Timmerman
Recreation and Leisure Services Director
600 South Fifth Street
Saint Peter, MN 56082
507.934.0667
jane@saintpetermn.gov

- I. **Project Location:** In the 600 block of South Washington Avenue. The facility is a multi-use community center with an estimated over 100,000 visitors annually for education, recreation, child care and social services. The building is generally open from 6 a.m. to 10 p.m. with some seasonal adjustment of building hours. The building features educational rooms, community use meeting and gathering spaces, a gymnasium and library.
- II. **Project Site and History:** The building was constructed in 2002.
- III. **Parking, Signage and Lease:**
 - Signage within the building is permitted as approved by the Director of Recreation and Leisure Services.
 - Off-street parking is provided, however, no designated parking is available.
 - A copy of a standard lease is attached for review. This document provides insight into the general lease provisions that the City provides to interested parties. This is not a lease offer, but rather is intended to give interested parties insight on potential lease provisions.

IV. **Timeline:** The rooms will be available in June of 2017. Successful proposals will include a clear description of the planned use of the room or rooms to be leased with special attention to the goals of the City Council which include:

- Use of building by organizations and businesses that can demonstrate a directed benefit to the larger community.
- Use or operation that can work collaboratively with other current building tenants.
- Uses that might benefit families, and specifically families with infant or young children.
- Uses that complement the current uses provided for in the Community Center.

V. **Submittals:** Proposals submitted by firms or individuals should address the following elements in the form of text, imagery, and work examples.

- A. Organizational/personal background and qualifications of the Lessee including organizational structure, name of Board members, owners and/or principles in the operation.
- B. Description of proposed use of the leased space (what type of business will you conduct or work will you do) including a description of who you will likely serve.
- C. A listing of the rooms you wish to lease and the monthly amount of money you are willing to pay for the lease, as well as the length of lease desired (example 60 months).

The City's evaluation of your submittal will focus on the respondent's ability to meet the goals articulated in Section IV. Additional considerations include the respondent's ability to adequately finance its' proposed operations, and respondents ability to promptly, professionally and effectively coordinate its' operation and impact on the larger Saint Peter community.

Additionally, preference will be given to:

- Respondents that will provide care for children and more specifically infants.
- Respondents that have an ability to support and participate in current programing at the Community Center
- Respondents that provide educational opportunities to families and children
- Respondents whose plan includes minimum changes to the layout or structure of the spaces proposed for lease. (Leasehold improvements to be paid by tenant.)

VI. **Process:** City Council will review the submittals, conduct interviews (if necessary), compile a comparative analysis of the submittals. Staff will present a recommendation to the City Council prior to the City entering into exclusive negotiations for the lease of the property. The City may hire such consultants or professionals as needed to assist in review of the submittals. If there is interest among potential respondents, City staff may schedule additional group or individual preliminary meetings with interested parties.

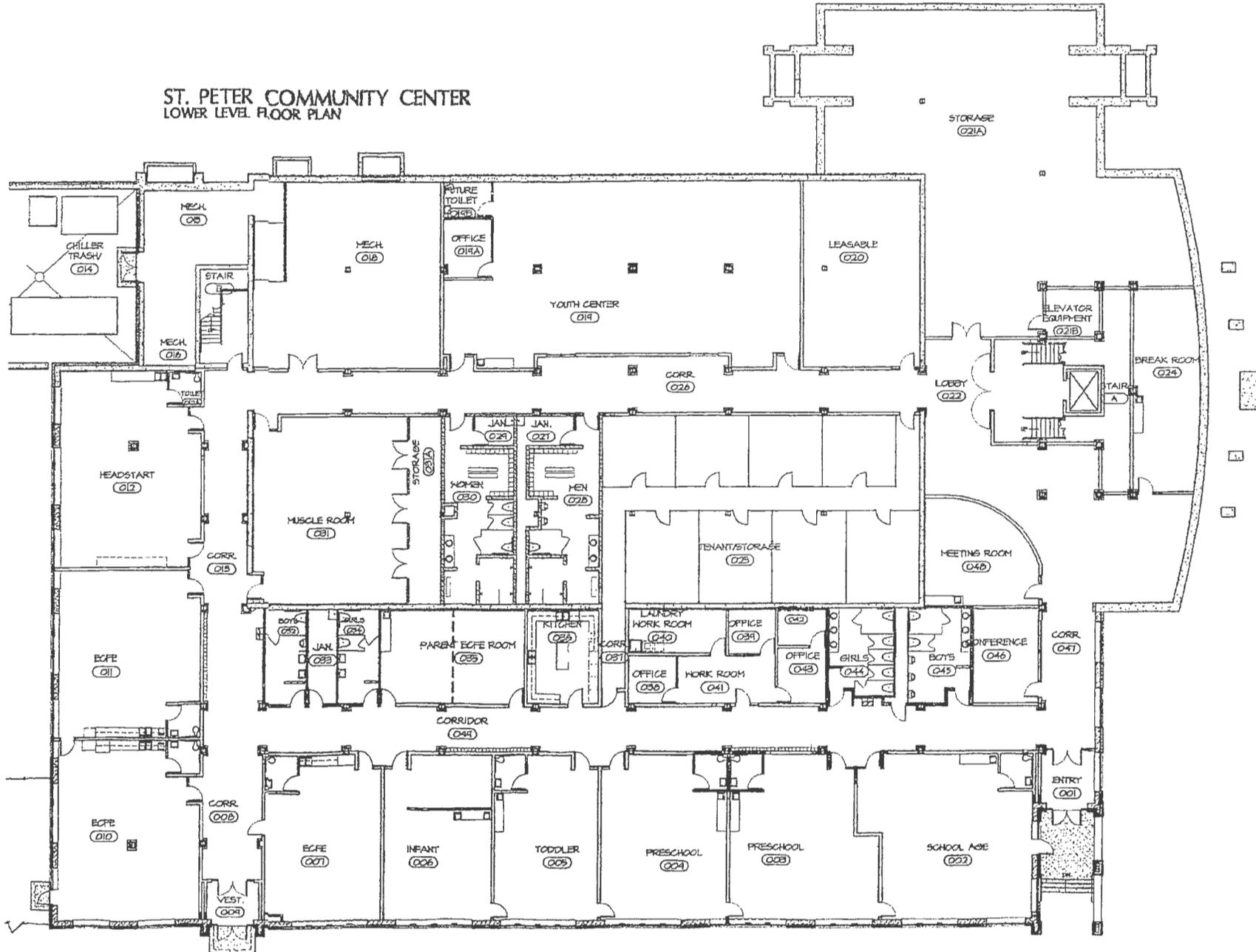
Respondents are requested to submit **three (3) copies** of their proposal for Council and staff review and comment to the City of Saint Peter, City Administrator, 227 South Front Street, Saint Peter, MN 56082 on or before **5:00 p.m., May 25th , 2016.**

- VII. **Waiver:** The City reserves the right to reject any or all submittals, to waive any informalities in the submittal procedure and to accept any submittal deemed by the City Council to be in the City's best interest. No submittal may be withdrawn within forty-five (45) days after the submittal deadline.
- VIII. **Additional Information:** Any questions related to this request for proposals, or requests for additional information may be directed to:

Jane Timmerman
Recreation and Leisure Services Director
600 South 5th St.
Saint Peter, MN 56082
507.934.0667
jane@saintpetermn.gov

ST. PETER COMMUNITY CENTER
LOWER LEVEL FLOOR PLAN

LIBRARY



11

May 19, 2016



City of Saint Peter, City Administrator
227 South Front Street
Saint Peter, MN 56082

Re: City of St. Peter Request for Proposals, Opportunity to Lease Rooms 110, 115, 117 and 119

To Whom It May Concern,

Minnesota Valley Action Council, Inc. is responding to the posted April 27, 2016 Request for Proposals (RFP) and is interested in the proposed available space in the St. Peter Community Center, located at 600 South Fifth Street, St. Peter, MN 56082. We understand the room availability is June 2017 which would fit our timeline to expand Head Start preschool services by the fall of 2017.

Minnesota Valley Action Council (MVAC) is a non-profit Community Action agency serving the nine counties of south central Minnesota. We are for communities, not for profit. We have served the people of south central Minnesota since 1965. We believe that hard work should be valued and rewarded, that working people are struggling and the MVAC provides solutions. We develop resources and opportunities that empower people in low-wage work to secure affordable housing, viable transportation, employment, and training for employment and educational opportunities for children. The agency's administrative offices are located in Mankato.

MVAC provides a broad range of services to assist low-income people with issues related to housing, employment, training and transportation, and provides educational opportunities for disadvantaged children. Since its inception in 1965, MVAC has delivered \$750 million in services to assist low-income people and communities in its nine-county service area.

MVAC's greatest challenge is serving a rapidly growing number of people who are struggling to make ends meet. The population of MVAC's service area is just over 226,000. According to the Census Bureau, the incidence of poverty in MVAC's service area increased 72% between 2000 and 2011. Half of that increase can be attributed to the "Great Recession" and its aftermath, but the poverty rate had been trending steadily upward for several years prior to the recession.

MVAC has nearly 180 employees providing services in Blue Earth, Brown, Faribault, Le Sueur, Martin, Nicollet, Sibley, Waseca and Watonwan counties. The agency maintains offices in each county, including our satellite office in the St. Peter Community Center since 2002.

MVAC is one of 1,100 Community Action agencies, the nation's largest network of poverty-fighting organizations. As a Community Action agency, MVAC fosters the organizational dynamics for quick response to community issues, and the ability to implement long-term strategies that maximize resources and contribute to a triple bottom line.

In addition to the many federal and state programs administered out of Minnesota Valley Action Council, Head Start has been a part of the agency for 50 years. MVAC's Head Start program's mission is one of providing comprehensive educational and supportive services to income-eligible pregnant women, children birth to five years of age and families in our nine county rural service area through preschool programming and the birth to three years of age home base services. This mission aligns with the needs of the St. Peter area and its families. Federally, Head Start programs began in the summer of 1965 as part of President Lyndon Johnson's

War on Poverty. Early Head Start was added in 1994. Head Start has served more than 30 million children since 1965, growing from an eight-week demonstration project to include full-day/full-year services and many program options.

Head Start promotes the school readiness of young children from low-income families through agencies in their local community, like MVAC. Head Start and Early Head Start programs support the mental, social, and emotional development of children from birth to age 5. In addition to education services, programs provide children and their families with comprehensive health, nutrition, social, and other services. Head Start services are responsive to each child and family's ethnic, cultural, and linguistic heritage.

Head Start encourages the role of parents as their child's first and most important teachers. Programs build relationships with families that support positive parent-child relationships, family well-being, and connections to peers and community. Head Start began as a program for preschoolers. Three- and 4-year-olds made up over 80 percent of the children served by Head Start last year. Both Head Start and Early Head Start programs offer a variety of service models, depending on the needs of the local community. Programs may be based in centers, schools, or family child care homes. Early Head Start services are provided for at least six hours per day, whereas Head Start preschool services may be half-day (four hours) or full-day. Another program option is home-based services, in which a staff person visits children once a week in their own home and works with the parent as the child's primary teacher. Children and families who receive home-based services meet twice monthly with other enrolled families for a group learning experience facilitated by Head Start staff.

Head Start comprehensive services include:

- Education
- Screenings and follow-up for health, development, and behavior
- Health and safety
- Social and emotional health
- Nutrition
- Family goal-setting
- Social services
- Transition services
- Services for children with disabilities

Comprehensive services are delivered in a learning environment that is individualized to support children's growth in the five essential domains. A minimum of 10 percent of a program's total enrollment must be children with disabilities.

MVAC's Head Start program was the first in Minnesota to implement the "Strong Fathers Strong Families" program to help build bonds between pre-school children and their adult male role models; MVAC continues to assist other programs, including school districts, across the state and nation to initiate this highly successful program. The St. Peter Community Center is an ideal location to host larger future events and/or trainings in collaboration with local St. Peter schools centered on Strong Fathers-Strong Families and the importance of positive role models in children's lives.

V.

- A. MVAC is led by a 45-member tripartite board, with 1/3 elected officials, 1/3 low-income representatives, and the remainder from the private sector. This diverse group brings varied backgrounds in leadership, experience and political beliefs that both compliment and contrast each other. Views on poverty, programs, and innovation are varied and generate rich brainstorming discussions. Please see attached Board Member list and Organizational Charts.
- B. MVAC operates 43 birth to five Head Start classes in the nine county area of South Central MN and currently serves 562 income eligible pregnant women, infants, toddlers, & preschoolers. All 20 of our center-based classes are 4-Star Parent Aware rated. In St. Peter, MVAC has 2 center-based classes (currently 40 children, ½ day each, 4 days/week) and one birth to 3 home base class (9 families). We've been a part of the St. Peter Community Center since its construction in 2002. MVAC's Nicollet County

satellite office, co-located in the Community Center, provides services & programs such as issues with housing, energy assistance, employment, training and transportation than are conducive to the other tenants of the building and community & has had a strong history to work collaboratively with the other tenants.

In July 2015, our state Head Start funding allowed us to expand our birth to 3 programming to Nicollet County. We currently serve 9 families through home based services. One Home Visitor sees families once per week in their home for a 1 ½ hour home visit, 48 weeks per year. In addition to the home visits, the families & children attend a socialization experience in the classroom with 2 staff, 24 times per year (2x per month). This allows the parents to network with each other and receive parenting skills and child development education. The infants and toddlers socialize and learn new skills in an age-appropriate classroom environment. We modify the current Head Start classroom equipment and learning materials to match the infant/toddler ages during these socialization days. Going forward, we would continue to keep this home base class in the current leased Head Start classroom.

Our Head Start program has an opportunity to extend the duration of our current preschool services with federal supplemental funding by providing additional hours and days of service to Head Start families. Under this plan, we must provide 1020 hours of center-based programming, in a minimum of 8 months. We would separate the 2 classes we currently have to up to 20 children each, and extend the hours per day to a minimum of 6 hours; 4 or 5 days per week to reach the 1020 hour Head Start requirement. Minimum staffing configurations would follow this program model – 4 staff per class. The funding would become available no later than December of 2016 with full implementation by the fall of 2017. In order to move forward with this program planning, an additional classroom space would be needed. The availability of the ECFE rooms would be a perfect fit to expand our comprehensive early childhood services to low income families & children. The additional rooms that are being made available have already been used for toddler/preschool programming and are already set up for that type of room configuration, so the transition into the rooms would be easy & seamless. There would be minimal to no changes needed to the layout or structure of the current ECFE rooms. Our agency would incur any needed improvement costs. All of our Head Start center-based classrooms are licensed by MN DHS Rule 3 Childcare licensing and would need to be followed along with a required inspection by a local Fire Marshal to any new spaces we wish to rent & occupy. MVAC makes every effort to enter into lease agreements for multiple years. We would be willing to sign a multi-year lease agreement for 5+ years. Our funding sources include federal Head Start grant dollars along with MN State Head Start funds from the MN Department of Education.

- C. MVAC inquires to lease Room 117 (1112 sq. ft.) as our first choice for use as a Head Start classroom, serving up to 20 income eligible children ages 3 to 5. It is already constructed with 2 fire exits that would meet the Fire Marshal codes needed for Rule 3 licensed childcare. We would be willing to pay our current Head Start classroom monthly rent amount of \$1316.46 for the new classroom space and even up to \$1400.00/month.

Our second choice of rooms would be Room 119 (1014 sq. ft.) for use as a Head Start classroom, serving up to 20 income eligible children ages 3 to 5. Although it is right next to our current Head Start classroom, we are unsure of the room configuration with the 2 exit doors – one exits to the hallway and the other exits into Room 117. A Fire Marshal inspection would be needed to ensure those exits meet Rule 3 Childcare licensing requirements. We would not rule this room option out. We would be willing to pay our current Head Start classroom monthly rent amount of \$1316.46/month.

Our third choice would be Room 115 (812 sq. ft.) for use as a Head Start classroom, serving up to 20 income eligible children ages 3 to 5. It also has the 2 fire exit set up and feel would be easily licensable & pass Fire Marshal inspection. It is definitely much smaller than our current leased classroom, but we would be willing to try to make it work. Because it is a smaller room, we would be willing to pay up to \$1000.00 per month.

MVAC's Head Start program has partnered for many years with the St. Peter library and has scheduled weekly visits to the library to enhance the literacy and language experiences of our preschoolers. The local librarian has provided many age-appropriate opportunities to collaborate with our staff, volunteers, parents and children throughout our school year. This helps build a relationship for our families to continue to go the library in the future.

Additionally, ESL families take classes right within the building as well. We use this as a recruitment tool to find & assist families with younger children to become familiar with MVAC & Head Start. We also use Interpreter's from these classes to help out in the classroom or at staff meetings to help us better understand the languages and the community.

The fabulous outdoor playgrounds provide our Head Start children an opportunity to freely play and strengthen their large muscle skills.

Head Start also works directly with the Community Education office to provide direct information to and from the St. Peter school district when requested and needed. St. Peter community events/activity flyers are also shared with families.

Being able to coordinate other spaces within the St. Peter Community Center allows us to provide parent committee meetings (Senior Center, small conference rooms) each month, provide evening class and sibling care. Head Start uses the display windows in the building for program recruitment.

Head Start and Kids Corner staff share work space/office areas. We also use and coordinate the shared kitchen, bathrooms, gymnasium and large motor room. Collaborating with the other childcare providers in the building helps us to provide an educational experience as well as avoids parents needing to transport their children to and from school between programming. Having multiple childcare options close by provides parents with a sense of ease and trust.

We look forward to continuing the positive relationships we have in place with the other community partners in the St. Peter Community Center and to have this opportunity to expand our services within the existing space. Thank you for your consideration of this request.

Sincerely,

Christine Marben
Child Development Services Director
MVAC
507-345-0449
cmarben@mnavac.org

MVAC: 706 North Victory Drive, Mankato, MN 56001-6803
Telephone: 507-345-6822 Fax: 507-345-2414 Toll-Free: 800-767-7139
Website: www.mnavac.org MVAC is an EEO/AA Compliant Employer
"Developing Resources and Opportunities for People and Communities"

MINNESOTA VALLEY ACTION COUNCIL, INC.
BOARD OF DIRECTORS
May 2016

Maria Alvarez-Sánchez
915 Austin Drive
St. Peter, MN 56082
507-931-0898/H
507-934-8586/W
507-304-5582/C
malvarez@co.nicollet.mn.us
Rep. of Low Income

Karen Anderson
927 School Street
Fairmont, MN 56031
507-230-6333
kla2001@netzero.net
Rep. of Low Income

James Berg
16468 220th Street
New Ulm, MN 56073
507-359-2685
Rep. of Public Officials

Kip Bruender
204 Joan Lane
Eagle Lake, MN 56024
507-257-2116/H
507-382-2440/C
Kip.bruender@co.blue-earth.mn.us
Rep. of Public Officials

Joy Cohrs
17138 State Hwy. 22
Glencoe, MN 55336
320-864-5252/H
320-510-1466/C
joyc@co.sibley.mn.us
Rep. of Public Officials

Joseph Connolly
36966 261st Avenue
LeSueur, MN 56058
507-665-6150
Rep. of Public Officials

Steve Flohrs
1056 230th Street
Ormsby, MN 56162
(507) 639-3071/H
(507) 236-5995/C
steve.flohrs@co.martin.mn.us
Rep. of Public Officials

Sally Foster
1010 South German Street
New Ulm, MN 56073
507-217-7169/C
sallybeltz@yahoo.com
Rep. of Low Income

LaVern Franke
30637 491st Ave.
Gaylord, MN 55334
507-237-2794/H
507-276-2654/C
Rep. of Low Income

Bill Groskreutz
36 – 4th Ave. SW
Wells, MN 56097
507-553-3518
bags@bevcomm.net
Rep. of Public Officials

Raymond Gustafson
304 2nd St. SW
Madelia, MN 56062
rsgus@cccinternet.net
507-642-8694/H
507-380-3677/C
Rep. of Public Officials

David Haack
626 Grant Avenue
No. Mankato, MN 56003
507-387-5849
dhaack@co.nicollet.mn.us
Rep. of Public Officials

Bobbie Harder
33402 Sibley Heights Lane
LeSueur, MN 56058
507-665-3642
bobbieh@co.sibley.mn.us
Rep. of Public Officials

Joe Hodapp
19398 599th Avenue
Mankato, MN 56001
507-245-3485
Rep. of Low Income

Lori Jindra
39317 185th Avenue
Le Center, MN 56057
507-357-6386/H
507-327-4259/C
Rep. of Low Income

Audrey Karau
1014 County Road SS
St. James, MN 56081
507-621-1519
audreykarau@yahoo.com
Rep. of Low Income

Jack Kolars
351 Forest Lane
No. Mankato, MN 56003
507-327-9987
jandj1@hickorytech.net
Rep. of Public Officials

Nikki Kruger
1925 Lancelot Lane
North Mankato, MN 56003
Rep. of Low Income

Judy Kuster
1018 S. Payne Street
New Ulm, MN 56073
507-359-9479
507-338-4711/C
kuster@mnsu.edu
Rep. of Private Organizations

Tom Mahoney
1014 Day Street
Fairmont, MN 56031
507-236-5375/C
tom.mahoney@co.martin.mn.us
Rep. of Public Officials

Sharon Maurer-Grau
717 South Valley
New Ulm, MN 56073
507-354-8750
507-766-2723/C
Rep. of Low Income

**MINNESOTA VALLEY ACTION COUNCIL, INC.
BOARD OF DIRECTORS
May 2016**

Joe McCabe
P.O. Box 104
St. James, MN 56081
507-621-4000/H
507-375-5090/W
507-621-0166/C
joe.p.mccabe@msn.com
Rep of Private Organizations

Kathleen Svalland
63206 340th Street
Butterfield, MN 56120
507-956-3640/H
507-621-0366/C
507-956-2771/W
kcrockett1@frontiernet.net
Rep. of Public Officials

Jim Peterson
16751- 200th Avenue
Hartland, MN 56042
507-845-2436
507-390-5270/C
Rep. of Public Officials

Elvin Thiessen
62030 360th Street
Butterfield, MN 56120
507-830-2145
Rep. of Low Income

Steve Rohlfing
28020 Maple Lane
Madison Lake, MN 56063
507-317-5095/C
srohlfing@co.le.sueur.mn.us
Rep. of Public Officials

Scott Windschitl
10 Doris Drive
New Ulm, MN 56073
507-359-1995/H
507-276-6242/C
Rep. of Public Officials

John Roper
18 Elm Boulevard
Blue Earth, MN 56013
507-526-2710
507-520-6970/C
djroper@bevcomm.net
Rep. of Public Officials

Michael Ryan
2315 Northridge Drive
No. Mankato, MN 56003
507-345-6463
Rep of Private Organizations

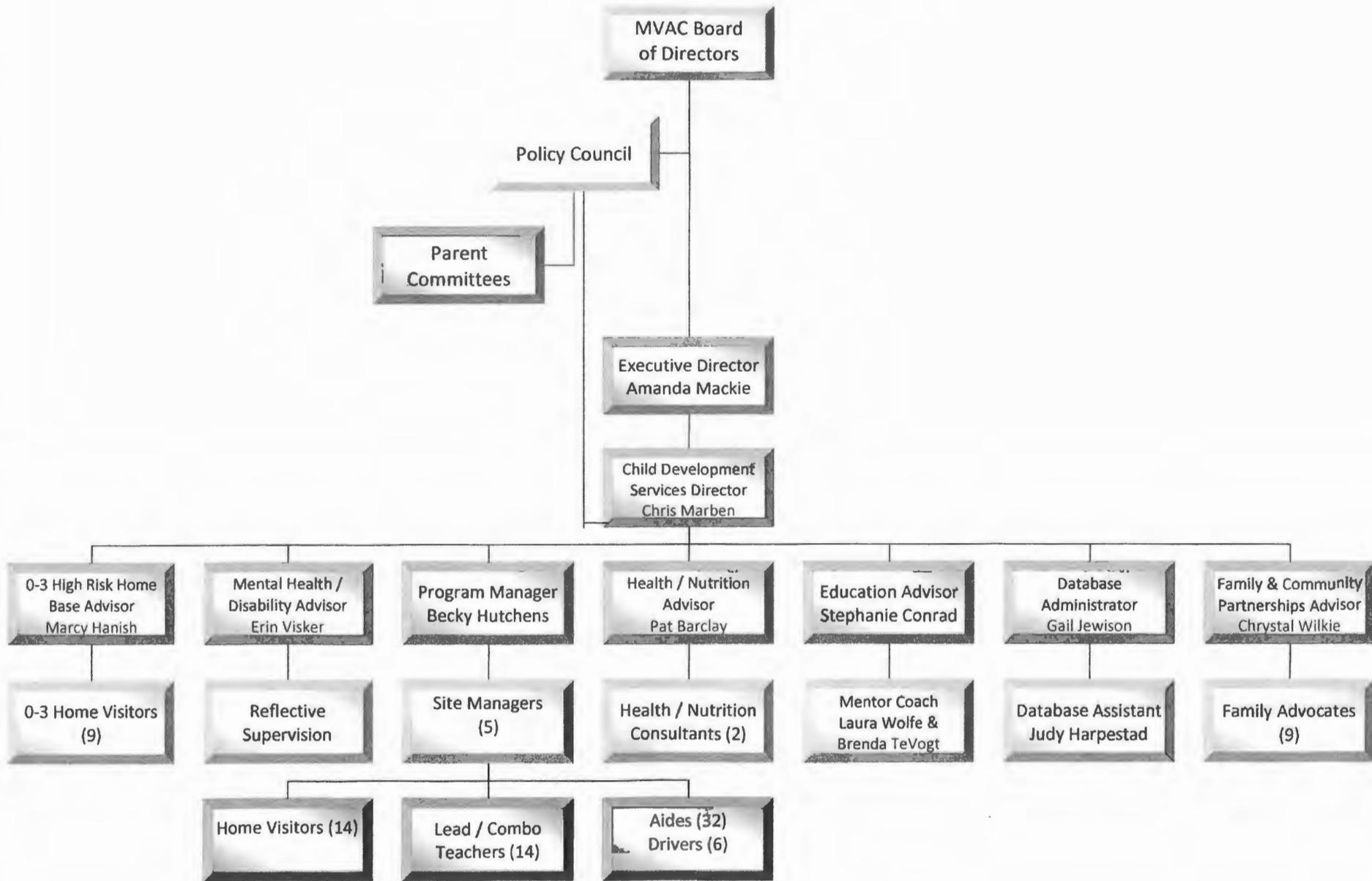
Debra Saunders
2391 55th Avenue
Odin, MN 56160
507-736-2201/H
507-327-5012/C
Dksaunders_2005@yahoo.com
Rep. of Low Income

Shannon Savick
250 6th Street SW
Wells, MN 56087
507-553-3549/H
507-402-3428/C
ssavick250@bevcomm.net
Rep. of Low Income

Minnesota Valley Action Council, Inc.
Organizational Chart



MINNESOTA VALLEY ACTION COUNCIL INC.
Head Start Program
Organizational Chart
2016-2017





Submittal of Proposal

Opportunity to Lease Rooms 115, 117 and 119 of the Saint Peter Community Center

05.25.2016

Cassie Frey
Director, Kids' Corner Child Care Center
600 S. 5th St. Suite 106A
Saint Peter, MN 56082
(507) 934-1002
dkcorner@hickorytech.net

Organizational Background and Qualifications

Kids' Corner Child Care Center is a non-profit organization dedicated to providing quality and affordable care for infants, toddlers, preschoolers and school age children in a healthy, nurturing and stimulating environment. Kids' Corner has been a member of the greater St. Peter community since 1991 and an integral member of the St. Peter Community Center family since 2002.

Kids' Corner utilizes Creative Curriculum as a guideline to facilitate and promote the growth and development of each child at his or her own pace. Children participate in a variety of activities on a daily basis to enrich all areas of development. With the support of creative staff and a stimulating learning environment, a child in our center will develop a love for learning through purposeful play.

In 2007 Kids' Corner, in collaboration with the City of St. Peter Recreation and Leisure Department, established the Rec Corner program, which provides summer care and activities for school-aged children. Rec Corner is the only program in St. Peter that provides all-day care for school-aged children.

The State of Minnesota, through the Department of Human Services, licenses our program with an enrollment capacity of 165 children - 12 infants, 36 toddlers, 27 preschoolers, and 90 school agers. Kids' Corner is the largest provider of daycare services in the St. Peter community. Demand for our services is high and there is currently a waitlist of over 40 families waiting for placement in all rooms and for all ages.

Proposed Use of Space

Kids' Corner continually operates at full capacity, for all rooms of childcare, and has experienced a high enrollment demand for infant and school-age care. We propose expansion of our business into three classrooms available under the RFP. We propose to use the classrooms to address the needs of the community in the following manner:

Room 115: This room will be used as an additional classroom for infants, in addition to the one classroom we currently use for infant care. The addition of a second room for infant care would allow us to expand our enrollment by up to 10 infants, bringing our infant care total up to a total of 22 infants. There is currently a large demand for infant care in our area, and our current waiting list is full until February of 2017. We propose to split the infants into mobile and non-mobile groups, a very common request of parents and staff. The non-mobile classroom will serve infants ages six weeks to eight months. This will allow for greater focus on the developmental needs of these young infants, including tummy time and learning how to sit up without support. The mobile classroom will serve infants

ages eight months to 16 months and will focus on the developmental needs of older infants, including crawling, walking and climbing without compromising the safety of younger infants.

Room 117: This room will be used for an all-day all-week preschool program, coinciding with the school year, and would be licensed for up to 32 children. Currently there are few all-day programs for this age group available in our community and the surrounding areas. This new room will fulfill a great need with an "all-day structure" that is very uncommon in the St. Peter/Mankato area. The addition will expand upon our current program to provide for more families, as well as aid hard-working families for whom normal preschool hours (2-3 hours 3 days per week) are inconvenient or impossible. This program would be a public (non-parochial) curriculum-based program with a focus on getting the children socially, emotionally, and academically ready for Kindergarten. During the summer this classroom will be used for our Rec Corner summer program.

Room 119: This room will serve as additional space for all-day preschool care, as explained above, during the school day, as well as to offer care for school-age children after school (3 - 5:45 pm daily) and on early release and non-school days. This room will allow for expansion of our after school program by up to 28 children. After school care for school-aged children is in high demand in the community. Kids' Corner is currently at capacity for after school services and many families are on a waiting list to receive this care. During the summer this classroom will be used for our Rec Corner summer program.

Rec Corner: Rec Corner is our summer care program for school-aged children (entering kindergarten up to age 12). This is the only all day summer school age program in St. Peter and provides care for up to 90 children. This program is very important to Kids' Corner and brings in a majority of our revenue. We currently use rooms 117 and 119 for this program during the summer. Without access to these classrooms, Kids' Corner would not be able to provide the services currently available through Rec Corner. This would result in a loss of child care for 40+ families in the greater St. Peter area. Rec Corner serves to continue education of school-age children during summer months. It provides a fun, safe atmosphere while keeping children busy, active, and mindful of their community.

Budget and Lease Terms

Kids' Corner's current lease with the City is through July 2021, we propose to add these classrooms to our existing lease agreement and will pay what has been negotiated within this lease. Our organization has proven to be loyal tenants of the Community Center. We are a debt-free, self-sufficient business with sound finances and a history of on-time payments.

Leasehold Improvements

Kids' Corner plans to use these classrooms for the same purpose for which they are designed. Therefore we foresee little need for improvements to the space. Any improvements that are needed will be financed by Kids' Corner.

Summary

Integration of the services outlined in this proposal into our current business will be seamless, as we are already established in the community center and plan to use these rooms for the same purpose for which they are currently designed. Services will begin immediately. We are a well-known organization within the community and will be able to fill the additional spaces quickly with families already on our current waiting list.

We take pride in our loyal staff. The majority of our staff have been employed with Kids' Corner over five years and we often promote from within. These new spaces will allow us to provide new employment opportunities in the community in addition to the many new services, including expanded infant, preschool, and school-age care outlined above.

Kids' Corner has appreciated the opportunity to lease its current space from the City. It is the opinion and perspective of all involved with the Company that Kids' Corner has enjoyed a great lessee-lessor relationship with the City. Kids' Corner has tried its best to be a valued tenant, making multiple leasehold improvements without burden to the City. These improvements include general maintenance and upkeep to the rooms, the addition of a new security system, and other improvements to address the needs and concerns of our families. Kids' Corner has enjoyed the flexibility that the City has provided to the Center whenever improvements are requested.

With this Proposal, Kids' Corner is looking forward to increasing its service to the City of St. Peter. This Proposal will assist the Center in becoming a very multi-factional provider, increasing its infant care, making the infant care it provides unique, increasing the services to preschool children of the area, and increasing the services for the school-aged children of the area. This Proposal is indeed all-inclusive - assisting all youth of St. Peter and surrounding areas; it allows us to introduce many families to the great services available within the St. Peter Community Center. We are so thankful to be able to utilize this great space and the opportunities it provides to the children of our community.

We appreciate the opportunity to submit this Proposal and look forward to the chance to increase our relationship with the City of St. Peter.

Kids' Corner Board of Directors

President: Dave Detlefsen

Vice President: Kristen Thomas

Treasurer: Mike Suska

Secretary: Emily Badenschier

Dave Borslien

Ben Bruns

Devan Bruns

Kris Harmon

Kate Keller

Kelsie Peters

Alissa Rothenberger

Heidi Selzler

Megan Suska



Saint Peter Community Childcare Center, Inc.
600 South Fifth Street, Suite 125
Saint Peter, MN 56082
Phone: 507.934.3606



Proposal to the City of Saint Peter to Lease Rooms 117 and 119
Located in the Saint Peter Community Center
600 South Fifth Street, Saint Peter, MN 56082

May 25, 2016

Overview:

Saint Peter Community Childcare Center, an established nonprofit childcare facility with a track record of providing excellent childcare services to the community, is pleased to submit this proposal in response to the City of Saint Peter's Request for Proposals to lease space within the Saint Peter Community Center. At this time, Saint Peter Community Childcare Center wishes to lease Rooms 117 and 119 to expand our current infant and toddler care programs as well as to consolidate our two separate facility locations into one main site. Please note that if either Room 110 or Room 115 remains unallocated after the City has completed their review of the proposals, we would be interested in pursuing leasing opportunities for those rooms as well.

Organization Information:

Saint Peter Community Childcare Center (SP3C) was established in 2007 by a group of parents and community members to address the need for more childcare in the Saint Peter area. The mission of SP3C is to offer a quality childcare program for infants, toddlers and preschoolers that facilitates and nurtures the individual needs and abilities of each child. Our program focuses on the healthy development of a child's personality through the process of quality daily living. Our education plan follows the Creative Curriculum to meet the developmental stages of the children. With the support of qualified attentive adults and a variety of stimulating learning materials, our center provides a child-oriented environment where children can play, explore, experiment and most importantly have time for just "being a child." We provide a balance of activities that are quiet, active, teacher-directed and child-initiated, using varied equipment and materials, and there are opportunities for indoor and outdoor large-muscle activities to contribute to the children's health and well-being. The development of a positive personality is ongoing including sensitivity to each child's individual needs. Children will gain self-help skills including conflict resolution, self confidence and the ability to recognize their own feelings and those of others.

SP3C is currently operated by an Executive Board of seven people who are community members and parents of current children in our programs. We have a seasoned childcare director, Melony Ramsey, who has been with the center for five years and has brought a high level of professionalism, organizational management and leadership to our staff and programs. We currently have 12 full-time employees and 11 part-time employees.

What sets SP3C apart is its unique combination of trusted high-quality care and its flexibility to accommodate working families. We directly serve working families with young children in the Saint Peter area and surrounding communities. Our families come from a variety of socioeconomic backgrounds, thus we carefully manage our costs to keep childcare affordable. We also work with our families to accommodate their schedules, opening as early as 5:30 am and closing as late as 6:00 pm, which is much earlier and later than our counterparts. But most importantly, through our high-quality care and programs, we provide the youngest members of our community with opportunities to learn grow and thrive.

Opportunity:

Saint Peter has demonstrated need for more childcare. With a population of 11,400 and growing, the addition of a new high school and an uptick in residential development, increasing the availability of high-quality childcare in Saint Peter is vital in the efforts to attract new families to the area as well as for the continued growth of our region's economy. In response to this need, SP3C established its "Come Grow With Us" campaign in 2015. The aim of this campaign is to expand our childcare programs to provide critically needed infant and toddler care for families in the Saint Peter area in order to make our community a more vibrant place to live and work. We know from research that the first five years of a child's life is a critical time for the development of brain function, mental and physical well-being and social-emotional skills. Communities need high-quality childcare providers that partner with parents to create opportunities for children to learn and develop these important developmental capacities and life skills. Expanding our childcare programs would not only make a significant impact on families in need of infant and toddler care but on the community as a whole, which depends upon accessible childcare for its thriving economy.

Proposal:

As previously stated, SP3C wishes to lease Rooms 117 and 119 in the Saint Peter Community Center. Room 117 would be used specifically for infant care and would allow us to increase our licensing capacity from 12 to 20 infants. Room 119 would be used for a toddler care program and would allow us to increase our capacity from 14 to 28 toddlers. We would also be able to consolidate our two childcare sites into one main location at the Community Center. Not only would consolidation be more convenient for families that have children being cared for at both our locations, but it would also allow all of our children access to the large-motor and early literacy development resources provided by the Community Center such as the Saint Peter Public Library, Community Center Gym, the Creative Play Place and the TREEmendous Playground. They would also have access to the surrounding Saint Peter area with its many parks, downtown business area and the Summer Read-N-Feed at the high school, all within walking distance.

Since Rooms 117 and 119 are already designed to accommodate children between the ages of newborn to kindergarten, only minor changes to these rooms would be needed to meet current licensing requirements. These changes would involve reconfiguration of existing cabinets, counter top and sink locations. No structural changes would be required. Major appliances including a refrigerator, dishwasher and washer and dryer would also need to be installed to meet licensing requirements. At this time, SP3C has raised \$48,000.00 from our Come Grow With Us Campaign to be used specifically for the purposes of expanding our infant and toddler care programs so all changes made to these spaces including the purchase of additional cribs, highchairs and other items needed to care for more children would be fully funded.

To lease Rooms 117 and 119, SP3C would be willing to pay approximately \$2,400 per month with a 3% annual increase.

Summary:

By leasing Rooms 117 and 119 to expand our infant and toddler care programs, SP3C will have a positive impact in the Saint Peter community by strengthening available childcare resources for parents and allowing local businesses to recruit and retain employees with young families. By expanding care for an additional 26 children, we will help alleviate the vital need for more high-quality infant and toddler care in the Saint Peter area.

As the community continues to grow, the need for childcare will continue to increase. SP3C is currently at a competitive disadvantage because the center is split between two locations. With a third childcare center soon to open with infant to preschool care under one roof, new families will eventually gravitate to the centers that provide a convenient one-stop drop-off. While we pride ourselves in the quality of our care, more families will choose convenience. The current two-site split for SP3C is not sustainable and the eventual closure would lead to:

- a decrease in childcare slots in Saint Peter,
- the loss of a Community Center tenant, and
- the inability to pay the remainder of back due rent owed to the City.

The SP3C Executive Board thanks you for the opportunity to submit this proposal and we look forward to hearing from you. If you have any questions, please contact Brad DeVos at 763-350-7567 or sp3cboard@gmail.com.

Sincerely,

Saint Peter Community Childcare Center
Executive Board of Directors

BOARD OF DIRECTORS

Nissa Fell RN, CNP – Board President

- Nurse Practitioner at Gustavus Adolphus College Health Service
- Member of the Gustavus Adolphus College community since 2008
- Mentor for Gustavus Adolphus Mentoring Program
- American College Health Association Membership Taskforce
- Membership Coordinator for North Central College Health Association
- Member of the Saint Peter Community Childcare Center Board since August 2013
- Member of the Saint Peter community since 2012

Bradley DeVos – Board Treasurer

- Partner in RPP Minnesota, LLC - Company owns residential rental property
- Sr. Financial Analyst at Schwartz Farms, Inc.
- Attends and volunteers in youth program at Living Truth Fellowship Church
- Member of the Saint Peter Community Childcare Center Board since March 2013
- Treasurer of the Saint Peter Community Childcare Center Board since July 2013
- Member of the Saint Peter community since 2011

Casey West

- Financial Advisor, The Principal Financial Group
- St. Peter Lions Club - Member and Past President
- President of the National Association of Insurance and Financial Advisors (NAIFA) - Southern Minnesota Chapter
- Member of the Saint Peter Community Childcare Center Board since August 2013
- Member of the Saint Peter community since 2009

Hannah Godbout, PsyD LP

- Licensed Clinical Psychologist, Gustavus Adolphus College, Counseling Center
- Member of the Gustavus Adolphus community since 2009
- Member of the Saint Peter Community Childcare Center Board since January 2014
- Member of the Saint Peter community since 2010

Nicole Momsen

- Minnesota Chartered Property and Casualty Underwriter, CPCU, member
- Mentor for Gustavus Adolphus Mentor Program
- Ducks Unlimited Member
- Member of the Saint Peter Community Childcare Center Board since August 2014
- Member of the Saint Peter community since 2013

Sarah Nielsen

- Permit Services Assistant at Elder-Jones, Inc.
- Member of the Saint Peter Community Childcare Center Board since August 2014
- Member of the Saint Peter community since 2012

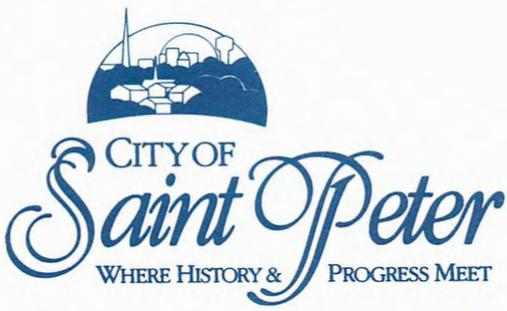
Laura Zender

- High School Counselor at Sibley East High School
- Experience includes: community education, school-aged child care and early childhood development
- Member of the Saint Peter Community Childcare Center Board since September 2014
- Member of the Saint Peter community since 2014

Melony Ramsey – Director of SP3C

Phone: 507.934.3606 Email: sp3cdirector@gmail.com

- Saint Peter Community Childcare Center Intern- April 2011
- Promoted to Classroom Aide August 2011 (Primary Preschool Room)
- Promoted to Assistant Teacher December 2011
- Promoted to Assistant Director March 2013
- Promoted to Director of Saint Peter Community Childcare Center October 2014
- Member of the Saint Peter community since 2006
- Training includes the following (this is just a sample of some of the training Melony has done over the last few years):
 - Choosing Early Childhood Curriculum
 - Diversity in a Early Childhood Classroom
 - The Creative Curriculum for Preschool
 - Authentic Observation
 - Having the Difficult Conversations
 - Basic Child Development
 - Not by Chance: Quality in Practice for the Early Childhood Indicators of Progress (ECIPs)
 - Code of Ethics for Administrators
 - Child and Family Advocacy



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 8/12/2016

FROM: Todd Prafke
City Administrator

RE: MVED Joint Use Agreement

ACTION/RECOMMENDATION

None needed. For your information and discussion only.

BACKGROUND

Please find attached an agreement drafted cooperatively by your City Attorney and the School District Attorney and an image of the area to be discussed.

The agreement, which is very similar to the one agreed to for the new High School/City Park complex, has been modified to meet the needs related to shared facilities at the MVED building and Ramsey Park located near the corner of Davis Street and North Washington Avenue.

Members may recall the City shared development costs on the jungle gym located on the MVED property (allowing for use by the public) and our ball field that is partially located on the School Property. The goal of this agreement is to provide for ongoing use and maintenance rules for the facilities. In general the School must maintain the jungle gym that you helped pay for and we must maintain the ball field which partially lies on the School property. We each allow the other access and accept responsibility for the facilities that lie on our respective properties.

This agreement helps ensure that a change in Administration, Council or Board cannot, without agreement of the other party, reduce access, which as was stated previously, was to be shared.

There is no direct additional fiscal cost to entering this agreement and it follows the direction given when the financial and building commitment were made.

As a related aside, both facilities have seen more and have been "discovered" by families and users from our community. That demonstrates to me that your joint effort is working to provide better access for all in our community.

Please feel free to contact me if you have any questions or concerns about this agenda item.

TP/bal



SHARED USE AGREEMENT

FOR ATHLETIC FIELDS LOCATED ON DISTRICT AND CITY PROPERTY

This agreement made this ___ day of _____, 2016 by and between Independent School District 508, located in the City of St. Peter, Nicollet County, State of Minnesota (hereinafter referred to as “District”) and the City of Saint Peter, County of Nicollet, State of Minnesota (hereinafter referred to as “City”).

WHEREAS; The City is the owner of real estate as set forth in Exhibit A, attached hereto and made part hereof by reference, and the District is the owner of adjacent real estate as set forth in Exhibit B, attached hereto and made part hereof by reference; and

WHEREAS; The City and the District wish to efficiently and effectively use their real estate assets to provide quality programs and services to meet the educational and recreational needs of their constituents; and

WHEREAS; By sharing the maintenance and upkeep expenses of publicly owned facilities, parks and grounds, the City and District will maximize the use of public resources and minimize the duplication of facilities and athletic fields.

NOW THEREFORE, In consideration of the mutual obligations, agreements and responsibilities assumed by the parties, the District and the City enter into this Shared Use Agreement with regard to the usage, maintenance and operation of the various athletic facilities as described in the attached Exhibit C, annexed hereto and made part hereof by reference.

A. THE CITY USAGE OF THE DISTRICT SITE:

The City is authorized to enter upon school district property as identified in Exhibit B and use such facilities for public use to be scheduled by the City when they are not being used by

the District, and further subject to the exceptions, reservations, terms and provisions expressed herein.

1. The City agrees that its use of any of the described recreational areas located in Exhibit B shall not interfere with the operation and use by the District of the school grounds and school buildings. It is recognized that the properties in Exhibit B are primarily used by the District as school properties and that the City's usage is only secondary thereto.

2. The City, for itself, its successors, and assigns, assumes all risk of loss, damage or injury to persons or property on or about said premises as caused by the City's usage of said facilities and lands described in Exhibit B. The District, for itself, successors, and assigns, assumes all risk of loss, damage or injury to persons or property on or about said premises which maybe caused by the District's use of said shared facilities.

3. During the times the City is using the District's property, the City shall pay for those costs routinely associated with field usage, e.g. lining, dragging, sprinkling fields, including picking up and removing garbage; etc. The District shall provide and pay for the costs associated with routine maintenance and inspections of all District property and recreational equipment which is not maintained by the City and which is located upon any of the properties identified in Exhibit B.

B. THE DISTRICT USAGE OF THE CITY PARK:

The District is authorized to enter upon the City Park property identified in Exhibit A and to use the City Park and athletic fields when they are not in use by the City, subject to the exceptions, reservations, terms and provisions expressed herein.

1. The District agrees that its usage of any of the described recreational areas located on land described in Exhibit A shall be coordinated with the City usage and not in any

way interfere with the operation and use thereof by the City. It is recognized that the properties set forth in Exhibit A are primarily used by the City as recreational park properties and that the District's usage is secondary thereto.

2. The athletic fields identified in Exhibit A herein shall be used primarily for recreational purposes by the City, and the use of such premises by the District shall be subject to, and shall not interfere with, the use thereof by the City.

3. The District, for itself, successors, and assigns, assumes all risk of loss, damage or injury to persons or property on or about said premises which may be caused by the District's usage of the facilities located on the property described in Exhibit A.

4. During the times the District is using the City athletic fields the District shall provide for the services and pay those costs associated with the routine field usage, e.g. picking up and removal of garbage; etc. The City shall provide and pay for the costs associated with routine maintenance and inspections of all City athletic fields, equipment, park equipment not otherwise maintained by the District and located upon the property identified in Exhibit A.

C. GENERAL PROVISIONS:

1. The City and the District shall each maintain their individual liability insurance coverage on their respectively owned recreational facilities, parks, playgrounds, athletic fields and other properties. Such insurance shall be maintained at least in an amount equal to the statutory maximum liability of a governmental body within the State of Minnesota set forth in Minnesota state law from time to time. Evidence of such coverage shall be furnished to the District or the City by each other as appropriate and as requested from time to time.

2. The City and the District shall develop maintenance standards for maintaining said parks and playgrounds. Each party shall be responsible for its own grounds,

with the exception that the City shall maintain that part of the baseball field which lies on the District's property.

3. The City covenants and agrees it will use and occupy the District premises identified in Exhibit B for the purposes stated, and in a reasonably safe and proper manner and will not permit nor suffer any waste thereon, and further it will maintain the premises in a reasonably orderly and slightly condition.

4. The District covenants and agrees it will use and occupy the City premises identified in Exhibit A for the purposes stated, in a reasonably safe and proper manner and will not permit nor suffer any waste thereon, and it will maintain the premises in a reasonably orderly and slightly condition.

5. Upon the termination of this agreement the City shall return to the District any personal and/or real property owned by the District and restore it to its original condition, wear and tear excepted, and likewise upon such termination the District shall restore and return all personal and/or real property owned by the City.

6. Neither the District nor the City shall be allowed to assign or otherwise transfer any of their respective rights and/or obligations under the terms of this agreement.

7. It is understood and agreed by and between the parties that subject to the provisions contained herein all the premises identified in Exhibit A shall be used in accordance with the City of Saint Peter Park use policies.

8. It is agreed that the parties will provide recreational equipment and recreational facilities located upon their properties described in Exhibits A and B to each other at no charge.

9. Alcohol and Tobacco Policy. Said District owned property shall be treated as “school grounds” as contemplated by the alcohol control provisions of Minn. Stat. Sec. 624.701: and therefore the District rules, alcohol and tobacco policies, and regulations, consistent with said statute as awarded, shall apply to said School Grounds; that the area shall be appropriately posted; and that the City shall not allow access to said premises by groups who do not agree to abide by said alcohol and tobacco policies, rules, and regulations.

10. Behavior Polices. The City acknowledges and supports the District’s behavior policies (including its guns and weapons policy) and City will abide by said policies while using the District’s Property.

11. This agreement may be cancelled and terminated with 365 days written notice from one party to the other at the address provided below.

12. This agreement shall not be deemed or construed to be modified, amended, rescinded, canceled or waived, in whole or in part, except by a written amendment thereof duly signed by authorized representatives of the parties.

INDEPENDENT SCHOOL DISTRICT NO. 508

By: _____
Mark Karlsrud
Its Chair

By: _____
Paul Peterson
Its Superintendent

Address: 100 Lincoln Drive, Saint Peter MN 56082

CITY OF SAINT PETER

By: _____
Charles Zieman
Its Mayor

By: _____
Todd Prafke
Its City Administrator

Address: 227 S. Front Street, Saint Peter MN 56082

ATTACHMENTS

EXHIBIT A

CITY LEGAL DESCRIPTION FOR RAMSEY PARK

EXHIBIT B

DISTRICT LEGAL DESCRIPTION FOR EASEMENT PROPERTY

EXHIBIT C

ALLOCATION OF COMMON OUTDOOR FIELD EXPENSES
AND DESCRIPTION OF COMMON FIELDS

EXHIBIT A

CITY LEGAL DESCRIPTION

Ramsey Park, Daun Addition to the City of Saint Peter, Nicollet County, Minnesota, according to the plat thereof on file and of record n the Office of the County Recorder within said County.

EXHIBIT B

SCHOOL DISTRICT REAL PROPERTY

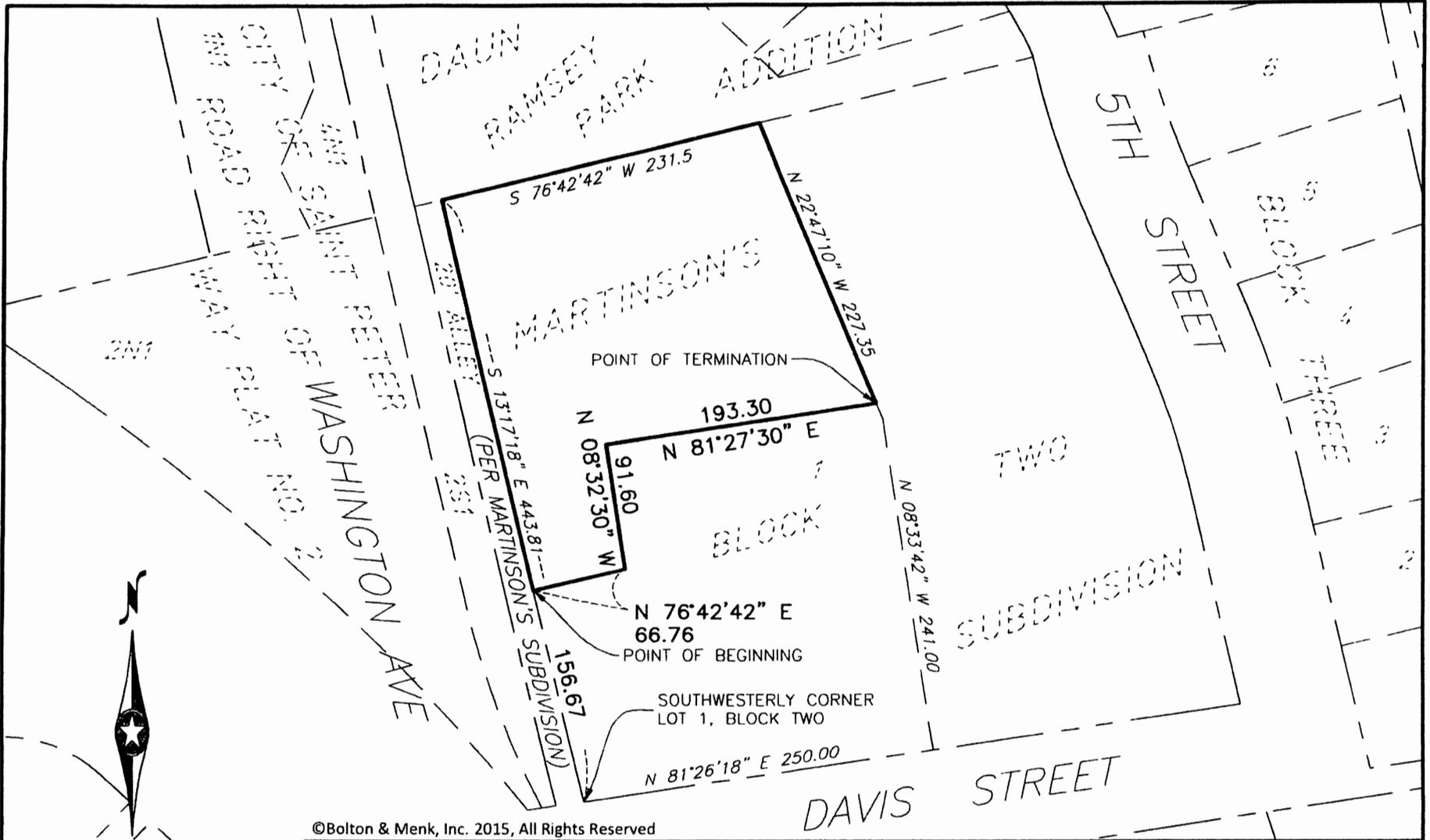
All that part of the following described property:

That part of Lot 1, Block Two, Martinson's Subdivision, City of St. Peter, Nicollet County, Minnesota, described as: Beginning at the southwesterly corner of Lot 1, Block Two, Martinson's Subdivision; thence North 81 degrees 26 minutes 18 seconds East along the southerly line of Lot 1, Block Two a distance of 250.00 feet; thence North 08 degrees 33 minutes 42 seconds West, 241.00 feet; thence North 22 degrees 47 minutes 10 seconds West, 227.35 feet to the northerly line of Lot 1, Block Two; thence South 76 degrees 42 minutes 42 seconds West along the northerly line of Lot 1, Block Two 231.5 feet to the northwesterly corner of Lot 1, Block Two; thence South 13 degrees 17 minutes 18 seconds East along the westerly line of Lot 1, Block Two 443.81 feet to the point of beginning.

Lying northerly of and adjoining the following described line.

Commencing at the southwesterly corner of Lot 1, Block Two, Martinson's Subdivision; thence North 13 degrees 17 minutes 18 seconds West along the westerly line of Lot 1, Block Two, a distance of 156.67 feet to the point of beginning of the line to be described; thence North 76 degrees 42 minutes 42 seconds East, a distance of 66.76 feet; thence North 08 degrees 32 minutes 30 seconds West, a distance of 91.60 feet; thence North 81 degrees 27 minutes 30 seconds East, a distance of 193.30 feet more or less to the easterly line of the above described property and there terminating.

H:\STPE\M14109454\EASEMENT S OF RAMSEY PARK\CAD\C3D\109454EA1.DWG 08-11-2015 1:29p.m.



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CERTIFICATE OF EASEMENT
SAINT PETER, MINNESOTA



BOLTON & MENK, INC.
Consulting Engineers & Surveyors

1960 PREMIER DRIVE
MANKATO, MINNESOTA 56001
(507) 625-4171

PART OF LOT 1, BLOCK TWO
MARTINSON'S SUBDIVISION

FOR: CITY OF SAINT PETER

42

All that part of the following described property:

That part of Lot 1, Block Two, Martinson's Subdivision, City of St. Peter, Nicollet County, Minnesota described as: Beginning at the southwesterly corner of Lot 1, Block Two, Martinson's Subdivision; thence North 81 degrees 26 minutes 18 seconds East along the southerly line of Lot 1, Block Two a distance of 250.00 feet; thence North 08 degrees 33 minutes 42 seconds West, 241.00 feet; thence North 22 degrees 47 minutes 10 seconds West, 227.35 feet to the northerly line of Lot 1, Block Two; thence South 76 degrees 42 minutes 42 seconds West along the northerly line of Lot 1, Block Two 231.5 feet to the northwesterly corner of Lot 1, Block Two; thence South 13 degrees 17 minutes 18 seconds East along the westerly line of Lot 1, Block Two 443.81 feet to the point of beginning.

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SURVEYOR'S CERTIFICATION

I hereby certify that this survey was prepared by me or under my direct supervision and that I am a duly licensed land surveyor under the laws of the State of Minnesota.

Janele Fowlds
Janele Fowlds
License Number 26748

8-11-2015
Date

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CERTIFICATE OF EASEMENT SAINT PETER, MINNESOTA		PART OF LOT 1, BLOCK TWO MARTINSON'S SUBDIVISION
 BOLTON & MENK, INC. Consulting Engineers & Surveyors 1960 PREMIER DRIVE MANKATO, MINNESOTA 56001 (507) 625-4171		

SHEET 2 OF 2

EXHIBIT B (3)

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EASEMENT EXHIBIT
SAINT PETER, MINNESOTA



BOLTON & MENK, INC.
Consulting Engineers & Surveyors

1960 PREMIER DRIVE
MANKATO, MINNESOTA 56001
(507) 625-4171

PART OF LOT 1, BLOCK TWO
MARTINSON'S SUBDIVISION

FOR: CITY OF SAINT PETER

JOB NUMBER: M14.109454

FIELD BOOK:

DRAWN BY: LB

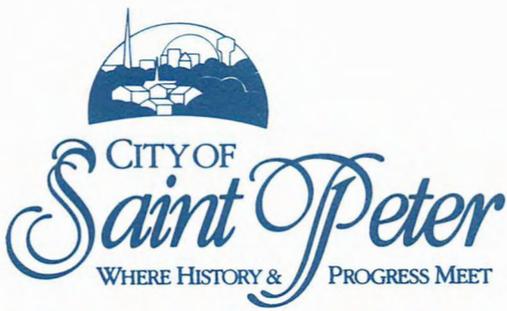
45

EXHIBIT C

ALLOCATION OF COMMON OUTDOOR FIELD EXPENSES
AND DESCRIPTION OF COMMON FIELDS

:

<u>Activity</u>	<u>ISD 508 Responsibility</u>	<u>City Responsibility</u>
Baseball Field #1	0%	100%
Playground Equipment	100%	0%
Irrigation	Pro Rata share based on area owned by each party	
Landscaping	paid by respective property owner	
Signage	paid by respective property owner	
Park Amenities	paid by respective property owner	
Field Improvements	paid by respective property owner	
Turf Establishment	Pro Rata share based on area owned by each party	



Memorandum

TO: Todd Prafke
City Administrator

DATE: 8/8/2016

FROM: Pete Moulton
Director of Public Works

RE: Planned Improvements to the Front Street Substation

ACTION/RECOMMENDATION

None needed. For City Council review and information only

BACKGROUND

In today's electronic age, the reliability of the electric energy supply is the key factor in customer service for the citizens (customers) of Saint Peter. The City's goal has been to create a very reliable electric distribution system, which has included the construction of two new substations to improve the supply to, and the voltage of, the electric distribution system.

The electric utility has an operating supervisory control and data access (SCADA) system in place to monitor the electric distribution system. The new substations are fully electronic for compatibility with the SCADA system for monitoring and obtaining alarms for potential problems.

The original Front Street Substation was last fully reconstructed in 1968, and was installed with mechanical systems and outside bus work. These old mechanical systems are susceptible to age failure, the weather and to animals; thus, the substation adds an unreliability component to the electric distribution system. There are two substation transformers at the Front Street Substation one which failed and was replaced in 2011. The remaining transformer, originally installed in 1968, is operating with a reduced electric load and is being closely monitored for signs of eminent failure. A replacement transformer will cost \$600,000-\$650,000 and take 6 to 8 months from the time of order until it would be delivered for installation. (We should allow one full year for the replacement of the transformer).

Currently, the electric distribution system can effectively operate using three of the four substation transformers available. It is anticipated, depending on community growth, that the City would need to add a fifth new substation transformer in approximately ten years. This ten year time period is the period during which the 1968 transformer could be replaced with minimal impact on the supply of electricity to the community.

City staff has consulted with DGR Engineering of Rock Rapids, Iowa to develop an approach to upgrades for the Front Street Substation. A total project to upgrade the Front Street Substation with electronic gear, enclosed and protected, is estimated to cost \$1,600,000. This includes the

cost of replacing the very old substation transformer. City staff would be closely involved in all of the work done in the substation. The project can be done in two stages.

Stage One: The first stage would include work to upgrade all the equipment and buss work related to the new transformer in the substation. Some of the equipment would be moved into the building and outside components would be enclosed to protect them from the weather and animals. The work would include:

- Metal clad 15 KV switchgear with a main breaker, 3 feeder breakers, and one tie breaker.
- Control enclosure modifications.
- Manhole construction and foundation removals.
- 13.8 KV power cable. Duct banks, grounding, raceways, control cabling.
- Removal of related existing outside equipment and bus work.\

The stage one cost estimate is:

Estimated material and construction cost	\$340,000
<u>Estimated contingency and engineering cost</u>	<u>\$ 85,000</u>
Total stage one project cost	\$425,000

Stage Two: Stage two project costs include all work related to the replacement of the old transformer (south transformer). The existing concrete transformer foundation has settled and tipped and would need to be replaced. The work would include:

- A new replacement substation transformer and foundation.
- Metal clad 15 KV switchgear with a main breaker and four feeder breakers.
- 13.8 KV power cable.
- Duct banks, grounding, raceways, control cabling.
- Removal of related existing outdoor equipment and bus work.

The stage two cost estimates is:

Estimated replacement substation transformer	\$600,000
Estimated material and construction cost	\$343,000
<u>Estimated contingency and engineering cost</u>	<u>\$170,000</u>
The total of the stage two project cost is	\$1,113,000

The cost estimate for the replacement of the substation transformer has increased \$200,000 in the last five years while the cost to replace all of the switchgear and bus work has doubled during that time. The cost estimate for the project is based on today's costs and an escalator needs to be included if this project is planned for sometime in the future.

My goal in providing this data for the Council to help ensure a positive understanding of the improvements that should be planned for and know, that at this time, we can we can plan both from a time line and financing perspective so that we can be appropriately proactive rather than responding to a unplanned failure. We would plan to start engineering work in the near term, better refine cost and staging so that a plan can be discussed and put in place.

Please feel free to contact me should you have any questions or concerns on this agenda item.

PTM/amg

SUBSTATION IMPROVEMENT PROJECT

