

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

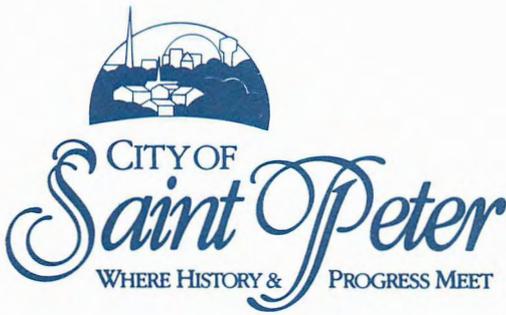
Regular Workshop Session of Monday, June 15, 2015
Library Meeting Room – 5:30 p.m.
601 South Washington Avenue

- I. **CALL TO ORDER**
- II. **DISCUSSION**
 - A. Tour of Nicollet County Historical Society
 - B. St. Peter Community Child Care Lease Request
 - C. Monthly Financial Report
 - D. Others
- III. **ADJOURNMENT**

Office of the City Administrator
Todd Prafke

TP/bal

****NOTE....THE WORKSHOP WILL BEGIN WITH A TOUR OF THE NICOLLET COUNTY HISTORICAL SOCIETY (1851 NORTH MINENSOTA AVENUE) AND THEN CONTINUE AT THE LIBRARY MEETING ROOM AT APPROXIMATELY 6:45 P.M.



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 6/12/2015

FROM: Todd Prafke
City Administrator

RE: Nicollet County Historical Society Tour

ACTION/RECOMMENDATION

None needed. For your information and discussion.

BACKGROUND

Member may know that this is the second location on your "Summer Tour". This location was picked for a number of reasons and was discussed at your last goal setting session.

One of the reasons I had originally put it on the list is that you and the Historical Society Board are partners and have been for a number of years. That partnership is based on the original opportunity to have the unique center built in Saint Peter and the arrangements that were made at that time.

Please find enclosed a copy of the documents that outline the nature of that partnership. You may also wish to note that while we do not provide financial support of the Site, you do provide valuable in-kind support. Those things you do are listed in the attached agreement. For this summer we will be making a few repairs to the parking lot and doing some "nose in" striping to assist in helping organize cars as they look to park for the larger events there.

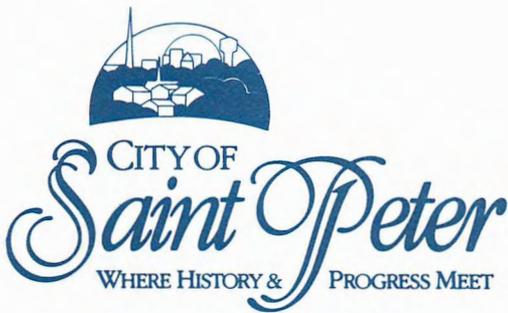
I do want to make mention of, in my sole opinion, the really positive work the Board and others have done in providing for entertainment, educational and activity based events at the Historical Society. Their cooperation with the bike trail work and the opportunity to not only take advantage of the historical impact of this area, but also the natural amenities, is a greater asset to the community and has brought additional positive energy to the site.

As with your last tour, there will be an opportunity to see what these folks do, what is available at the site and visit with the Board and others about their activities.

As you may recall, this is one of the groups that you either have formal relationship with (a contract or rental or some other type of agreement) or have had a relationship with in the past. The tour will last approximately one hour and we will meet at the Historical Society (1851 North Minnesota Avenue) and then return to the Library meeting room to continue the workshop.

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

TP/bal



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 6/10/2015

FROM: Todd Prafke
City Administrator

RE: Saint Peter Community Child Care (SPC3) Request

ACTION/RECOMMENDATION

None needed. For you information and discussion.

BACKGROUND

I have invited the SPC3 Executive Committee to visit with you at the workshop on Monday evening. The basis for the visit is two-fold; for them to report on their overall status and because they are looking at ways to enhance their services and space and continue in a process to repay past due rents to the City.

The reason this comes to you is the want of SPC3 to lease additional space in the Community Center. The basis for this request is really based on one primary factor that the market is changing and they believe that without an ability to get all of "their children" in one building, they may cease to exist because of changes in the market place including the soon to open competition. If they stop operation, your ability to be paid will be virtually eliminated.

Additionally, you need to consider the operations of the Community Center and the overall focus and goals for use. Lastly, your longest operation center based daycare (Kids' Corner) hopes to lease additional space for you when EFCE moves to the current High School. I believe we should be supportive of that opportunity for Kids' Corner. The ECFE move is a part of the overall organization plan of the School District, but the exact timeline for that change is not yet fully determined.

Because many of you may not have been involved in the community based work that was the start of SPC3, a bit of history might be in order about the start of SPC3.

- SPC3 provides care for children of approximately 45 families and has been in existence since 2006. The SPC3 service area is generally the Saint Peter School District but also serves a small number of families from outside of that area.
- The genesis of SPC3 came after an assessment of community needs done in cooperation with Southern Minnesota Initiative Foundation.

- The assessment revealed a substantial want for additional daycare slots within the community. A team was developed to additionally assess the need and a subgroup formed which was the original Board of Directors of SPC3.
- SPC3 started out in the Old Hospital/Nursing home where Park Row Crossing is built today. Some may recall that space was provided for lease because it was available, but with the understanding that it could not be a permanent location for the center. The Council made the decision to demo the building based on a cost of about \$60,000 per year in maintenance costs and to make way for what was at that time hoped to be a new development which later became Park Row Crossing.
- SPC3 then moved to the Community Center in what had previously been the Third Floor Youth Center space and through a number of random connections, received mobile classrooms from a contractor in Mankato and developed a second location on the Gustavus Adolphus College campus just south of GAC's Arbor View Apartments.

I think it is fair to say that SPC3 is clearly moving in the right direction but has struggled both operationally and financially since its start. However it served a key need within the community, a need which has constantly been discussed by the Council and continues to be a part of the "Vital Things" list.

Members may recall we have talked about the SPC3 a number of times over the past few years. About 4 years ago the Council offered a reduced rental rate if SPC3 could prove a level of cash solvency that would allow them to meet the current rents and take action toward paying past due rents.

The recent financial performance has improved substantially and the Board and Management have done excellent work in controlling costs and reducing their debt. But the fact remains they owe the City a substantial amount of money. While their EDA loan payment history is perfect, the lease payment history is poor.

So, my goal for your meeting looks like this:

- receive a report from SPC3
- Provide some direction and thoughts to staff about additional lease space
- Provide some thought and direction related to past due lease amounts and ongoing landlord/tenant relationship.

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

TP/bal

ORIGINAL

LEASE

THIS INDENTURE made in duplicate this 1st day of May, 1991, by and between CITY OF SAINT PETER, a municipal corporation, hereinafter designated and referred to as "Lessor" and NICOLLET COUNTY HISTORICAL SOCIETY, INC., a Minnesota non-profit corporation, hereinafter designated and referred to as "Tenant".

WITNESSETH, that said Lessor in consideration of the rents and covenants hereinafter mentioned, does hereby demise, lease and let unto the said Tenant, and the said Tenant does hereby hire and take from the said Lessor the following described premises situated in the City of Saint Peter, County of Nicollet and State of Minnesota, to-wit:

All that part of the South Half of the Northeast Quarter and the North Half of the Southeast Quarter of Section 9, Township 110 North, Range 26 West, Nicollet County, Minnesota, described as: Commencing at the Northwest corner of the Southeast Quarter of said Section 9; thence North 87 degrees 18 minutes 42 seconds East (assumed bearing) on the North line of said Southeast Quarter, a distance of 2312.51 feet to a point on the easterly right-of-way line of U.S. Highway No. 169, said point being the point of beginning; thence South 14 degrees 56 minutes 21 seconds East on said right-of-way line, 26.98 feet; thence South 73 degrees 42 minutes 53 seconds East, 169.79 feet; thence North 74 degrees 40 minutes 15 seconds East, 75.00 feet; thence North 14 degrees 56 minutes 21 seconds West, 429 feet to the easterly extension of the southerly line of McCann Street in Town of Traverse Des Sioux, South of Sibley Street, according to the recorded Plat thereof; thence South 74 degrees 40 minutes 15 seconds West on said southerly line and its easterly extension a distance of 220.20 feet to the easterly right-of-way line of U.S. Highway 169; being a circular curve to the right, having a radius of 5829.58 feet and a 1.85 foot chord which bears South 14 degrees 56 minutes 54 seconds East; thence along the curve 1.85 feet to the point of tangency; thence South 14 degrees 56 minutes 21 seconds East on said easterly right-of-way line a distance of 311.18 feet to the point of beginning. Said parcel contains 2.02 acres of land and being subject to and together with any and all easements of record.

to have and to hold the same premises for the term of ninety-nine (99) years, commencing on the date referenced above and continuing for a term of ninety-nine (99) years for the following purposes, to-wit:

As a location for the erection, construction and maintenance of a Historical Museum and Interpretive Center and ancillary or similar buildings and improvements as the Tenant shall deem appropriate;

and the Tenant agrees to and with said Lessor to pay the Lessor as rent for the above

described premises the sum of One Hundred Dollars (\$100.00) per annum, payable in advance on the date of the commencement of the term of this Lease and on the January 1st of each year thereafter during the term of this Lease and payable at the office of the City Administrator/Clerk of said Lessor in the City of Saint Peter or at some other place as Tenant may be advised in writing by said Lessor.

The Lessor has constructed and completed the following improvements on and into the demised premises:

1. Provided into the demised premises City sanitary sewer lines and water lines of adequate size to accommodate the buildings to be erected thereon;
2. Extended and constructed city electrical transmission lines of adequate capacity to accommodate the above usages on and into the demised premises;
3. Fill the demised premises in accordance with and to the levels of the engineer's specifications hereto attached and hereby incorporated herein; except that the specifications referred to in paragraph 2 of #4 thereof applied only to the building pad area;

The Lessor shall construct and complete the following improvements on and into the demised premises:

1. Parking lot to accommodate at least forty (40) vehicles with adequate handicapped assessable parking areas and provide lighting for same on demised premises;
2. Assist Tenant in the utilization and improvement of the artesian well now located on the demised premises;

Said Lessor agrees to undertake and complete construction of said improvements all at no additional costs or expenses to the Tenant.

It is understood and agreed that the Tenant has pursuant to the preceding paragraph, built and constructed a Historical Museum and Interpretive Center building on the demised premises.

In addition to the foregoing agreements it is specifically covenanted and agreed between the parties as follows:

1. **INSURANCE**
 - a) Liability Insurance

Both the Lessor and the Tenant shall maintain liability insurance against all

claims for damage made by reason of accidents or injuries incurred by any third party on the demised premises, except that the Lessor shall not be required to maintain liability insurance on the buildings or displays erected by Tenant unless it so desires.

b) Fire, Wind, Theft and Vandalism Insurance

Tenant shall insure all buildings erected by the Tenant against casualties such as fire, wind, vandalism and theft.

2. MAINTENANCE AND REPAIR

The Tenant shall be solely responsible and at its own cost and expense for the repair and maintenance of all buildings, improvements or displays erected or constructed on the premises and for snow removal on the walkways. The Lessor shall be responsible for all other maintenance of the grounds, including but not limited to, grass mowing, shrubbery trimming, snow plowing on the roadway and parking area, and the care of any trees, shrubs or plants planted or located on the premises.

3. ASSIGNMENT

It is agreed that this Lease may be assigned by the Tenant without the consent of the Lessor if said assignment is to any financial institution or other lender for purposes of securing the indebtedness of this lessee. The Lease may not be assigned by Tenant to any other party without the express written consent of the Lessor, but said consent shall not be unreasonably withheld if the proposed usage of the demised premises by the proposed assignee is for a non-profit or public park purpose.

4. TAXES AND UTILITIES

The Tenant covenants and agrees to pay, in a prompt and timely manner, all and any taxes, either real or personal, assessed against the premises and to keep the Lessor whole and harmless therefrom and Lessor covenants and agrees not to assess special assessments against the demised premises for any future improvements. Tenant agrees to pay for all city water, sewer, electricity, refuse removal and other public utilities utilized on the demised premises, except that refuse removal for park use purposes shall be paid by the Lessor.

5. BREACH OF COVENANTS

If any term, condition or covenant of this Lease on the part of the said Tenant to be by said Tenant kept or performed, shall be violated or neglected, then and in either of said

cases the said Tenant does hereby authorize and fully empower said Lessor or its agent to cancel and annul this Lease at once and to re-enter and take possession of said premises immediately and by force if necessary, without any previous notice of intention to re-enter, and remove all personal and his property therefrom, and to use such force and assistance in effecting and perfecting such removal as said Lessor may deem advisable to recover at once full and exclusive possession of all said demised premises, whether in possession of said Tenant or of their persons, or vacant; or said Lessor or its agent may at its option at any time after such default or violation of condition or covenant, re-enter and take possession of said premises, without such re-entering working a forfeiture of the rents to be paid and the covenants to be kept by said Tenant for the full term of this Lease.

6. PUBLIC PARK USAGES

It is understood and agreed between the parties that all lands outside the demised premises may continue to be used for all public park purposes and that the portion of the demised premises not actually occupied by buildings, displays or other of the purposes for which this Lease is granted, may continue to be used for public park purposes such as are mutually agreeable between the parties.

7. RESTROOM FACILITIES LOCATED IN OR ON DEMISED PREMISES

The Tenant hereby covenants and agrees that restroom facilities constructed on or within the demised premises shall be made available to the general public free of charge during normal hours of operation of the Historical Museum and Interpretive Center.

It is also mutually agreed that all the covenants, terms and conditions of this Lease shall extend, apply to and firmly bind the heirs, executors, administrators, successors and assigns of the respective parties hereto as fully as the respective parties are themselves bound.

This lease agreement supersedes any previous lease agreements between the parties.

LEASE

THIS INDENTURE made in duplicate this 12th day of September, 1988, by and between CITY OF ST. PETER, a municipal corporation, hereinafter designated and referred to as "Lessor" and NICOLLET COUNTY HISTORICAL SOCIETY, INC., a Minnesota non-profit corporation, hereinafter designated and referred to as "Tenant".

WITNESSETH, that said Lessor in consideration of the rents and covenants hereinafter mentioned, does hereby demise, lease and let unto the said Tenant, and the said Tenant does hereby hire and take from the said Lessor the following described premises situated in the City of St. Peter, County of Nicollet and State of Minnesota, to-wit:

Commencing at the point of intersection of the Southerly line of McCann Street in the Town of Traverse des Sioux, south of Sibley Street, according to the recorded Plat thereof and the East right-of-way line of Minnesota Trunk Highway #169, as the same is presently constructed and existing through said Plat; thence Southerly and along the said Easterly right-of-way line of Minnesota Trunk Highway #169 400 feet; thence at right angles Easterly 220 feet; thence at right angles Northerly 400 feet, more or less, to the South line of McCann Street (or an Easterly projection of the South line of McCann Street); thence at right angles Westerly and along the South line of McCann Street or the Easterly projection thereof, to the point of beginning. Containing approximately 2.02 acres more or less. Together with a right of ingress and egress thereto from Minnesota Trunk Highway #169 over and across the said McCann Street, and the use of adjoining parking areas for overflow parking;

to have and to hold the same premises for the term of ninety-nine (99) years, commencing on the date the Tenant commences construction of the proposed Museum and Interpretive Center on said premises and continuing for a term of ninety-nine (99) years for the following

purposes, to-wit:

As a location for the erection, construction and maintenance of a Historical Museum and Interpretive Center and ancillary or similar buildings and improvements as the Tenant shall deem appropriate;

and the Tenant agrees to and with said Lessor to pay the Lessor as rent for the above described premises the sum of One Hundred Dollars (\$100.00) per annum, payable in advance on the date of the commencement of the term of this Lease and on the January 1st of each year thereafter during the term of this Lease and payable at the office of the City Clerk of said Lessor in the City of St. Peter or at some other place as Tenant may be advised in writing by said Lessor.

It is understood and agreed that prior to the commencement of the term of this Lease, the Lessor shall construct and complete the following improvements on and into the demised premises:

1. Provide into the demised premises City sanitary sewer lines and water lines of adequate size to accommodate the buildings to be erected thereon;
2. To extend and construct city electrical transmission lines of adequate capacity to accommodate the above usages on and into the demised premises;
3. Fill the demised premises in accordance with and to the levels of the engineer's specifications hereto attached and hereby incorporated herein; except that the specifications referred to in paragraph 2 of #4 thereof shall apply only to the building pad area;

4. To fill and improve the entrance roadway and parking lot areas northerly of the demised premises to engineer's levels and to accommodate at least forty (40) vehicles and provide lighting for same and to provide additional overflow parking as needed adjoining the premises;

5. To assist Tenant in the utilization and improvement of the artesian well now located on the demised premises;

Said Lessor agrees to undertake and complete construction of said improvements upon and after receiving at least 120 days notice in writing from the Tenant that the Tenant intends to commence construction of the building or buildings above described and all at no additional costs or expenses to the Tenant.

It is understood and agreed that the Tenant shall, upon completion of the improvements to be performed by the Lessor, pursuant to the preceding paragraph, build and construct a Historical Museum and Interpretive Center building on the demised premises at a location mutually agreeable between Lessor and Tenant, and in a good and workmanlike manner and in conformity with all city building codes, rules, regulations and zoning requirements and that it will permit no mechanic's liens to be filed against the demised premises for any of said improvements. If such construction by the Tenant is not commenced within five (5) years of the date of this Lease, or within two (2) years after completion of the Lessor's improvements specified above, the Lessor may terminate this Lease.

In addition to the foregoing agreements it is specifically covenanted and agreed between the parties as follows:

1. INSURANCE

a) Liability Insurance

Both the Lessor and the Tenant shall maintain liability insurance against all claims for damage made by reason of accidents or injuries incurred by any third party on the demised premises, except that the Lessor shall not be required to maintain liability insurance on the buildings or displays erected by Tenant unless it so desires.

b) Fire, Wind, Theft and Vandalism Insurance

Tenant shall insure all buildings erected by the Tenant against casualties such as fire, wind, vandalism and theft.

2. MAINTENANCE AND REPAIR

The Tenant shall be solely responsible and at its' own costs and expenses for the repair and maintenance of all buildings or displays erected or constructed on the premises by the Tenant, and for snow removal on the walkways. The Lessor shall be responsible for all other maintenance of the grounds, including but not limited to, grass mowing, shrubbery trimming, snow plowing on the roadway and parking areas, and the care of any trees, shrubs or plants planted or located on the premises.

3. ASSIGNMENT

It is agreed that this Lease may be assigned by the Tenant without the consent of the Lessor if said assignment is to any financial institution or other lender for purposes of securing the indebtedness of this lessee. The Lease may not be assigned by Tenant to any other party without the express written consent of the Lessor, but said consent shall not be

unreasonably withheld if the proposed usage of the demised premises by the proposed assignee is for a non-profit or public park purpose.

4. TAXES AND UTILITIES

The Tenant covenants and agrees to pay all and any taxes, either real or personal, assessed against the premises and to keep the Lessor whole and harmless therefrom and Lessor covenants and agrees not to assess special assessments against the demised premises for any future improvements. Tenant agrees to pay for all city water, sewer, electricity, refuse removal and other public utilities utilized on the demised premises, except that refuse removal for park use purposes shall be paid by the Lessor.

5. BREACH OF COVENANTS

If any term, condition or covenant of this Lease on the part of the said Tenant to be by said Tenant kept or performed, shall be violated or neglected, then and in either of said cases the said Tenant does hereby authorize and fully empower said Lessor or its agent to cancel and annul this Lease at once and to re-enter and take possession of said premises immediately and by force if necessary, without any previous notice of intention to re-enter, and remove all personal and his property therefrom, and to use such force and assistance in effecting and perfecting such removal as said Lessor may deem advisable to recover at once full and exclusive possession of all said demised premises, whether in possession of said Tenant or of their persons, or vacant; or said Lessor or its agent may at its option at any time after such default or violation of condition or covenant,

re-enter and take possession of said premises, without such re-entering working a forfeiture of the rents to be paid and the covenants to be kept by said Tenant for the full term of this Lease.

6. PUBLIC PARK USAGES

It is understood and agreed between the parties that all lands outside the demised premises may continue to be used for all public park purposes and that the portion of the demised premises not actually occupied by buildings, displays or other of the purposes for which this Lease is granted, may continue to be used for public park purposes such as are mutually agreeable between the parties.

It is also mutually agreed that all the covenants, terms and conditions of this Lease shall extend, apply to and firmly bind the heirs, executors, administrators, successors and assigns of the respective parties hereto as fully as the respective parties are themselves bound.

IN TESTIMONY WHEREOF, both parties have hereunto set their hands the day and year first above written.

CITY OF ST. PETER

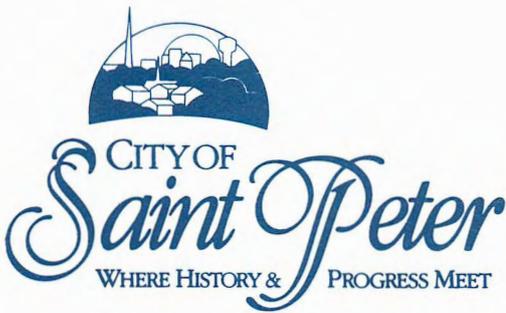
By: William W. Weller
Its Mayor

By: John E. Gies
Its City Administrator

NICOLLET COUNTY HISTORICAL SOCIETY, INC.

By: Malcolm C. Mally
Its President

And: Eunice H. Holz
Its Secretary



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 6/12/2015

FROM: Todd Prafke
City Administrator

RE: Saint Peter Community Child Care (SPC3) Request

ACTION/RECOMMENDATION

None needed. For your information and discussion.

BACKGROUND

I have invited the SPC3 Executive Committee to visit with you at the workshop on Monday evening. The basis for the visit is three-fold; for them to report on their overall status; because they are looking at ways to enhance their services and space and continue in a process to repay past due rents to the City; and they are looking to rent additional space from you to consolidate their operation at the Community Center. The space they are interested in was previously occupied by the Center for Rural Policy and Development. I have no working leads on filling that space at this time and it is currently being used by the Recreation Department for summer programming.

The reason this comes to you is the want of SPC3 to lease additional space in the Community Center. The basis for this request is really based on one primary factor that the market is changing and they believe that without an ability to get all of "their children" in one building, they may cease to exist because of changes in the market place including the soon to open competition. If they stop operation, your ability to be paid will be virtually eliminated.

Additionally, you need to consider the operations of the Community Center and the overall focus and goals for use. Lastly, your longest operational center based daycare (Kids' Corner) hopes to lease additional space from you when EFCE moves to the current High School. I believe we should be supportive of that opportunity for Kids' Corner. The ECFE move is a part of the overall organization plan of the School District, but the exact timeline for that change is not yet fully determined; however the latest this is expected to occur would be fall of 2017.

Because many of you may not have been involved in the community based work that was the start of SPC3, a bit of history might be in order about how it started.

- SPC3 provides care for children of approximately 45 to 50 families and has been in existence since 2006. The SPC3 service area is generally the Saint Peter School District, but they also serve a small number of families from outside of that area.

- The genesis of SPC3 came after an assessment of community needs done in cooperation with Southern Minnesota Initiative Foundation.
- The evaluation revealed a substantial want for additional daycare slots within the community. A team was developed to additionally assess the need and a subgroup formed which was the original Board of Directors of SPC3.
- SPC3 started out in the Old Hospital/Nursing home buildings where Park Row Crossing is built today. Some may recall that space was provided for lease because it was available, but with the understanding that it could not be a permanent location for the center. The Council made the decision to demo the building based on an expense of about \$60,000 per year in maintenance costs and to make way for what was, at that time, hoped to be a new development which later became Park Row Crossing.
- SPC3 then moved to the Community Center in what had previously been the Third Floor Youth Center space and through a number of random connections, received mobile classrooms from a contractor in Mankato and developed a second location on the Gustavus Adolphus College campus just south of GAC's Arbor View Apartments.

I think it is fair to say that SPC3 is clearly moving in the right direction but has struggled both operationally and financially since its start. However, it serves a key need within the community, a need which has regularly been discussed by the Council and continues to be a part of the "Vital Things" list.

About 4 years ago the Council offered a reduced rental rate if SPC3 could prove a level of cash solvency that would allow them to meet the current rents and take action toward paying past due rents.

The recent financial performance has improved substantially and the Board and Management have done excellent work in controlling costs and reducing their debt. But the fact remains they owe the City a substantial amount of money. While their EDA loan payment history is perfect, the lease payment history is most recently fair but previously poor.

So, my goal for your meeting looks like this:

- Receive a report from SPC3
- Provide some direction and thought to staff about additional lease space
- Provide some thought and direction related to past due lease amounts and ongoing landlord/tenant relationship.

I have serious concerns about renting them additional space due in large part to their finances. There may be some room to help them if they can continue for another period of time to pay current rent plus making some dent in their past due amounts. While I believe their continued operation is clearly in the best interests of the community, I do not believe we should extend them, today, additional opportunity to continue to fall behind in this area. Only after a structured period of time should we provide that opportunity. And while I am sympathetic to their position that operation of the two facilities is a competitive disadvantage, we are unlikely in any event to receive payment of all the past due rent, no matter how you calculate it. To say that another way...even if we do help them by extending their opportunity for space at the community center, there is little chance of making up those sums. So our risk ratio is not positive. The active tension rests somewhere between our want to help them and our ability to be paid for current

and past due amounts. Without additional time and track record of paying current lease payments it would be difficult for me to recommend providing them with more space.

In relation to their lease and the previous Council offer, I think that their revenues show they have met the offer criteria and that we should provide for the reduced rate starting retroactively to January 2015.

In general, I am not sure that either SPC3 or the City needs to hurry into a change in our leased space arrangement (i.e. lease them more space). The marketplace for daycare slots in Saint Peter is still very tight and I am unsure that when Sam and Abe's opens (I am unaware of any date certain) it will fill all the needs within the community. So, the opening of Sam and Abe's does not necessarily mean the elimination of business for SPC3.

I do not envision any scenario where the City will receive all of the past due lease payments. Therefore, if we exclude that from our thinking our focus should be the number of available daycare slots and any policy or space decisions should be made pointing to the goals of having additional childcare slots in your community. The additional space request from SPC3 does nothing to address the need for slots. It may make SPC3 more attractive and efficient, but does not meet the overall goals of the City. Their proposed consolidation does not increase slot availability. You should also know that if SPC3 ceases to operate and Sam and Abe's does operate, your net change in slots is negligible. This means that if we do not consider leasing them additional space at the Community Center now, it is in our best interest to make sure they can continue operations and be successful to provide those needed spaces.

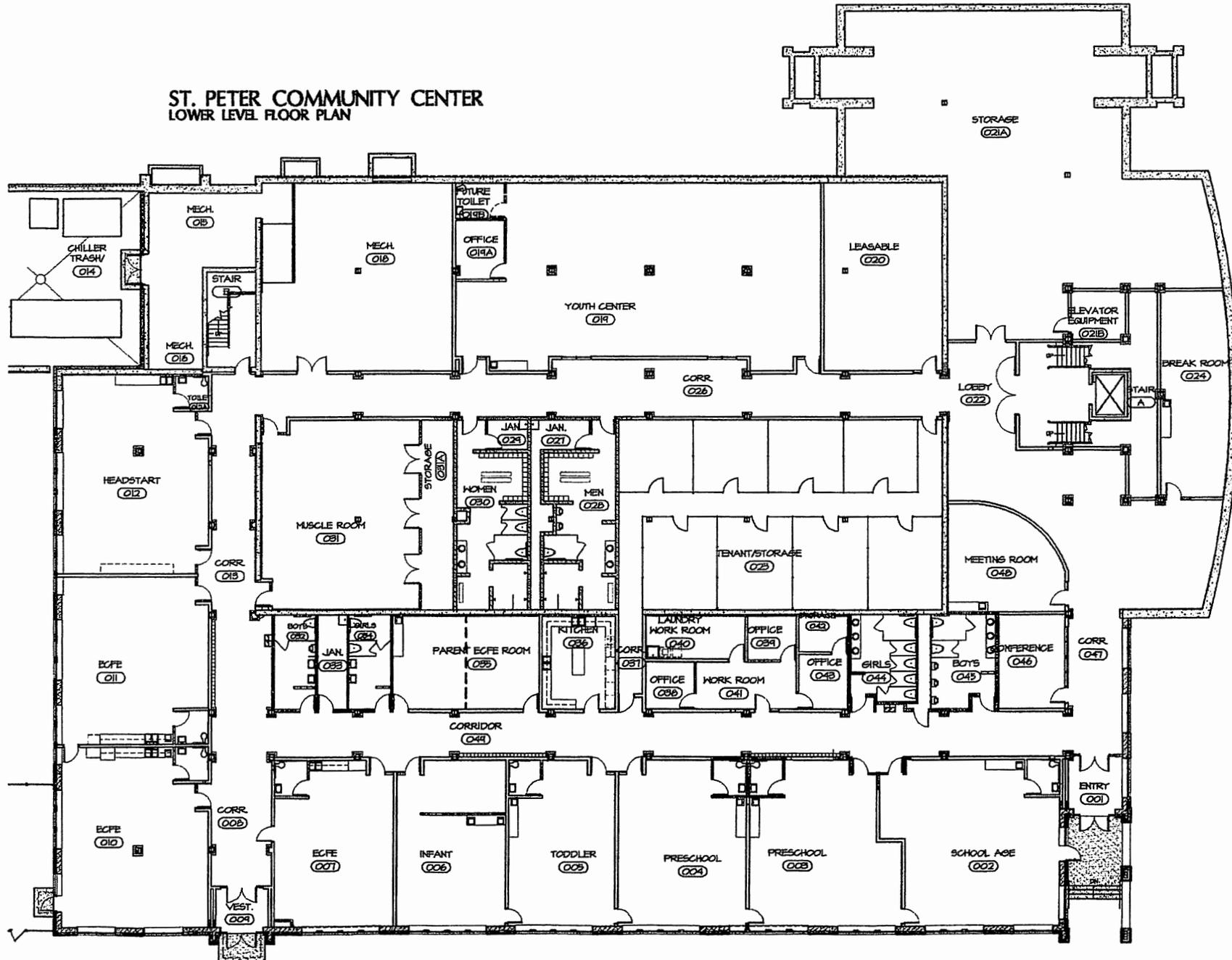
Lastly, in relation to past due sums, I would recommend that no change or write off be made at this time. I would suggest it be a Goal Session topic in the fall. That gives this situation time to evolve and any decision that is made can still be in place for your next audit.

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

TP/bal

ST. PETER COMMUNITY CENTER
LOWER LEVEL FLOOR PLAN

LIBRARY



rc

SUBLEASE

This Sublease is made and entered into this 22 day of November, 2010, by and between the City of Saint Peter, a Minnesota municipal corporation (**CITY**), and Saint Peter Community Child Care, a Minnesota non-profit corporation (**TENANT**).

WHEREAS, the **CITY** is the lessee in that certain Lease With Option To Purchase Agreement between the Economic Development Authority of the City of Saint Peter, Minnesota, as Lessor, and the City of Saint Peter, Minnesota, as Lessee, dated the 21st day of March, 2001; and

WHEREAS, the **CITY** has the right to sublease the premises upon the written consent of the Economic Development Authority of the City of Saint Peter, Minnesota, as Lessor;

WHEREAS, the **CITY** has space within the Community Center to lease to various non-profit organizations;

WHEREAS, **TENANT** is engaged in the business of Community Education for all ages and is a Minnesota non-profit corporation;

WHEREAS, **TENANT** wishes to lease space from the **CITY** under the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual promises and agreements, the parties make the following:

1. Description of Premises.

A. Rented premises include Rooms #s100, 125 and storage space as designated in the Community Center located at 600 South Fifth Street, Saint Peter, Minnesota.

B. Common areas include rest rooms, hallways, kitchen facilities and laundry room.

i. The **TENANT** must provide washer, dryer and kitchen utensils.

C. **TENANT** shall have the right of ingress and egress through the halls and corridors of the building.

D. **TENANT** acquires no other right in any other part of the building than the parts herein specified.

E. **TENANT** shall have the right to use one, 4 hour block of meeting room time each month of the lease. This use must be scheduled through the designated party at the City of Saint Peter.

F. Tenant shall have the right to scheduled use of the gymnasium and Governor's Room at no charge.

2. Restrictions on Use. **TENANT** shall not use or permit the premises, or any part of the premises, to be used for any purposes other than those set forth in this lease. **TENANT** shall neither permit on the premises any act, sale, or storage that may be prohibited under standard forms of fire insurance policies, nor use the premises for any such purpose. In addition, no use shall be made or permitted to be made that result in:

A. Waste on the premises;

B. A public or private nuisance that may disturb the quiet enjoyment of other tenants in the building;

- C. Improper, unlawful or objectionable use, including sale, storage or preparation of food, alcoholic beverages, or materials generating an odor on the premises; or
- D. Noises or vibrations that may disturb other tenants.
- E. Installation of signage within the facility without the express written approval of **CITY**.

TENANT shall comply with all governmental regulations and statutes affecting the premises either now or in the future.

3. Responsibility of **CITY**.

- A. General maintenance of the building.
- B. General maintenance of the grounds for all seasons.
- C. General maintenance of rest rooms and hallways.
- D. Provide utility services of heat, electricity, garbage, water and sewer.
- E. Provide general supervision of the building.
- F. Provide locks for building entrance and office entrance, and keys to tenants for the tenant's space.
- G. Provide phone lines to the building.
- H. Provide initial floor covering, wall construction, ceiling and overhead lighting.

4. Responsibility of **TENANT**.

- A. General maintenance of area leased by **TENANT**.
- B. **TENANT** agrees that **CITY** has no liability for property lost, stolen or damaged on the common or leased premises.
- C. General supervision and responsibility for securing the rented space.
- D. General supervision and responsibility for securing the building at all times other than 7:00 a.m. to 11:00 p.m., Monday through Friday -- or other such times as subsequently indicated by **CITY** upon written notice -- unless otherwise arranged with the Building Supervisor.
- E. Phone lines from the point of entry into the building to the leased premises and phone service.

5. Term and Rent.

- A. Term. This lease shall run for a period commencing on December 15, 2010 until July 31, 2013.
- B. Rental. For a period of time from December 15, 2010 to July 31, 2011 **TENANT** shall pay, in advance, on the fifteenth day of each and every month, the sum of \$2,640.60.

Rental. For a period of time from August 1, 2011 to July 31, 2012 **TENANT** shall pay, in advance, on the fifteenth day of each and every month, the sum of \$2,773.80

Rental. For a period of time from August 1, 2012 to July 31, 2013 **TENANT** shall pay, in advance, on the fifteenth day of each and every month, the sum of \$2,903.40.

C. Payments. Payments shall be made to the **CITY** at 227 South Front Street, Saint Peter, Minnesota.

D. Late Payments. A payment shall be delinquent if not paid by the 15th day of each month. A late charge of \$5.00 per day thereafter will be added to the amount due until paid. Failure to declare default on any particular payment that becomes delinquent shall not constitute a waiver of the rights to exercise the same at any subsequent time. If expenses are incurred or suit is commenced on this lease because of delinquent payments, **TENANT** agrees to pay all costs of collection, including reasonable attorney fees.

E. Reserve. **TENANT** shall keep on account with the **CITY** a reserve in an amount equal to three (3) months rent. The sum of \$7,921.80 shall be paid on December 15, 2010 and remain on account with the City. The funds may be drawn upon by the City in the event the least payments are late to pay the lease payment and any late fees. The funds must then be replenished by **TENANT** within forty-five (45) days.

6. Default.

A. Events of Default. If **TENANT** does not pay the full amount of each monthly rental payment on the date it is due or violates any agreement contained in this lease, **TENANT** will be in default.

B. Right to Cancel. Upon evidence of default, **CITY** shall have the right to cancel and terminate this lease, as well as all of the right, title and interest of **TENANT** under this lease.

C. Notice of Default. If **TENANT** is in default, **CITY** may give **TENANT** 30 days' notice of the cancellation and termination.

D. Remedies on Default. On expiration of the time fixed in the notice and **TENANT**'s failure to cure the default within the time allowed in the notice, this lease and the right, title and interest of **TENANT** shall terminate.

CITY shall have the right to obtain reimbursement from **TENANT** of all expenses incurred in regaining possession of the premises and the right to recover all additional rental required under the lease term if **CITY** re-enters and re-lets the premises for the benefit of **TENANT**.

On expiration of the time fixed in the notice and **TENANT**'s failure to cure the default within the time allowed in the notice, **CITY** may enter immediately and remove the property and personnel of **TENANT**, and store the property in a public warehouse or at a place selected by **CITY**, at the expense of **TENANT**. **CITY** may resort to any legal proceedings to obtain the possession of the premises and disposal of **TENANT**'s property.

CITY may elect, but shall not be obligated to make any payment required of **TENANT** or comply with any agreement, term or condition required to be performed by **TENANT**, for the purpose of correcting or remedying any such default at the expense of **TENANT**. Any expenditure for the correction by **CITY** shall not be deemed to waive or release **TENANT**'s default or **CITY**'s right to take any action as may be otherwise permissible hereunder in the case of any default.

7. Modifications. There shall be no modifications or materials affixed to the interior or exterior walls, doors, windows, floors or other inner structure of the leased premises without the express written approval of the **CITY**. **TENANT** is required to secure any building permits required by law. Should the

CITY and TENANT be unable to agree on the exact execution of modifications, the lease may be cancelled by either party upon written notice prior to December 15, 2010 with no financial penalty.

8. Damage. If the premises or any portion of the building or any equipment contained therein during the term of this lease shall be damaged by the act, default or negligence of **TENANT**, or of **TENANT**'s agents, employees, patrons, guests or any person admitted to the premises by **TENANT**, **TENANT** will pay to the **CITY** upon demand such sum as shall be necessary to restore the premises or equipment contained therein to their present condition.

TENANT hereby assumes full responsibility for the character, acts, and conduct of all person admitted to the premises or any portion of said building by the consent of Saint Peter Community Child Care or by or with the consent of any person acting for or on behalf of **TENANT**.

9. Insurance. It shall be the responsibility of **TENANT** to assure that its leased premises and personal property are covered by hazard and public liability insurance policies. The public liability insurance policy shall provide coverage at least in the amount of the **CITY**'s maximum liability limits as set by statute. **TENANT** shall at the request of the **CITY** provide proof of insurance coverage required by this section.

10. Indemnification. **TENANT** covenants and agrees to save **CITY** harmless and to indemnify **CITY** against any claims or liabilities for compensation which may arise or accrue by reason of the use of **TENANT**, **TENANT**'s agents, employees, patrons, guests or any person admitted to the premises by **TENANT**.

11. Casualty. In case said building or any part thereof shall be destroyed or damaged by fire or any other cause, or if any other casualty or unforeseen occurrence renders the fulfillment of this lease by **CITY** impossible, the **CITY** may terminate the lease, and **TENANT** shall pay rent for said premises only up to the time of such termination, at the rate set in this lease. **CITY** waives any claims or damages or compensation from **TENANT** should this lease be so terminated.

TENANT may, with approval of **CITY**, lease equipment, as set forth on Exhibit A attached, in the premises, but **TENANT** assumes full responsibility in the event of a casualty and in accordance with the above.

12. Option to Renew. **TENANT** shall have the option to renew this lease before **CITY** offers the premises to any other party. Written notice of intention to renew must be furnished to the **CITY** 120 days prior to the expiration of the lease or any renewal hereunder. The terms of the lease shall be subject to renegotiation at the time of any renewal with the proposed rental price furnished to **TENANT** 90 days prior to the expiration of the lease.

13. Mail Distribution. All tenant mail shall be distributed from the central mail facility. Each tenant will be assigned a Post Office Box. No tenant mail will be delivered directly to the tenant's leased space. There shall be a nominal Post Office box key rental fee.

14. Termination Prior To End Of Lease Term. In the event the **TENANT** completes or reasonably anticipates completion of construction of its own building, then **TENANT** may terminate this lease without penalty by giving **CITY** one hundred and twenty (120) days written notice.

TENANT understands that this lease is subject to the terms of that certain Lease by and between the Saint Peter Economic Development Authority, a body politic, and the City of Saint Peter, as Lessee, dated March 21, 2001. **TENANT** understands and agrees that this sub-lease may be terminated pursuant to the terms of said Lease Agreement.

15. Waivers. The failure of the **CITY** to insist on a strict performance of any of the terms and conditions of this Lease shall not be deemed a waiver of any subsequent breach or default of any terms or conditions of this Lease.

16. Notice. All notices to be given with respect to this Lease shall be in writing. Each notice shall be sent by registered or certified mail, postage pre-paid and return receipt requested to the parties as follows:

CITY OF SAINT PETER
227 South Front Street
Saint Peter, Minnesota 56082

ST. PETER COMMUNITY CHILD CARE
219 South Minnesota Avenue
Saint Peter, MN 56082

17. Surrender of Possession. **TENANT** shall, on the last day of the term or renewal, or on earlier termination or forfeiture of the lease, peaceably and quietly surrender and deliver the lease premises to the **CITY** free of any encumbrance placed on it by **TENANT**, except movable trade fixtures, all in good condition and repair. In the event **TENANT** does not remove its personal property at the termination or default of the Lease, the **CITY** may elect to consider the property abandoned and the property of the **CITY** without any further payment or offset.

18. Assignment. This Lease may not be assigned by either party without the written consent of the other party. The written consent shall not be unreasonably withheld.

19. Total Agreement. This Lease contains the entire agreement between the parties and cannot be changed or terminated except by a written instrument executed by all parties. This Lease and terms and conditions of the Lease apply to and are binding on the legal representatives, successors and assigns of both parties.

20. APPLICABLE LAW. **THIS AGREEMENT SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF MINNESOTA.**

21. TIME OF THE ESSENCE. **TIME IS OF THE ESSENCE AND ALL TERMS OF THIS LICENSE.**

22. Further Assurances. Each of the parties agree to execute all documents and instruments and to take or to cause to be taken all action which are necessary or appropriate to comply with the terms of this Agreement.

23. Amendments, Supplements, etc.. This Agreement may be amended or supplemented at any time by additional written agreements as may mutually be determined by the parties to be necessary, desirable, or expedient to further the purpose of this Agreement or to clarify the intention of the parties.

24. Rights Cumulative. All rights and remedies of each of the parties under this Agreement will be cumulative, and the exercise of one or more rights or remedies will not preclude the exercise of any other right or remedy available under this Agreement or applicable law.

25. Severability. Any term or provision of this Agreement that is invalid or unenforceable will not be ineffective to the extent of such invalidity or unenforceability without rendering invalid or unenforceable but remaining rights of the party benefiting from the provision or any other provisions of this Agreement.

26. Execution of Counter-Parts. This Agreement may be executed by one or more counter-parts, each of which will be deemed an original, but all of which together shall constitute one and the same agreement.

27. No Reliance. **CITY** and **TENANT** represent to one another that each has read this Agreement and has obtained such advice from counsel as deemed appropriate under the circumstances. Except as clearly indicated, **CITY** and **TENANT** have not relieve any promises or representations of the other.

28. Interpretation. This Agreement and any other documents related to it will be interpreted in a fair and neutral manner, without favoring one party over the other. No provision of this Agreement or any

CONSENT

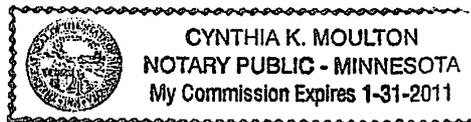
The Economic Development Authority of the City of Saint Peter does hereby consent to the attached sublease by and between the City of Saint Peter and St. Peter Community Child Care, dated 22 November, 2010.

Michael Favre
Chair
Rosten Witte
Executive Director

STATE OF MINNESOTA)
) SS
COUNTY OF NICOLLET)

The foregoing instrument was acknowledged before me this 30th day of December, 2010, by Michael Favre and Rosten Witte, the Chair and Executive Director of the Economic Development Authority of the City of Saint Peter, Minnesota.

Cynthia K. Moulton
Notary Public



**CHILD CARE STUDY COMMITTEE
INTERIM REPORT TO SAINT PETER CITY COUNCIL**

This intent of this report is to provide an update about the discussions of the group and the Committee's position on various issues thus far.

Original members of the group include:

Shannon Proski	Kid's Corner
Brad DeVos	St Peter Community Child Care
Rhonda Prince	St Peter Community Child Care
Calie Afdahl-Doble	Child Care Aware of Minnesota
Ed Lee	Chamber of Commerce
Jane Timmerman	Recreation and Leisure Services
Jeff Brand	City Council
Jeff Olson	School District #508
Ytve Prafke	School District #508
John Kvamme	City Council
Kristina Guth	Nicollet County
Larry Taylor	Taylor Corporation

Please note that from time to time others have participated in the group discussions.

Work of the Committee:

Attendance has been good through the three meetings that have been held thus far. Meetings are casual with City Administrator Prafke acting as the convener and group facilitator. Agendas have been provided and followed. Each meeting has lasted about an hour.

The Committee has reviewed data from a number of sources including data developed by local providers, Nicollet County, Child Care Resource and Referral, Saint Peter Schools as well as demographic data from a number of sources including Census, State Demographer's Office and the Regional Economic Development Alliance (REDA). Survey material was collected using the Chamber of Commerce and its web and Facebook pages.

Committee's Opinion on number of slots needed:

The Committee's strong opinion is that there continues to be a substantial need for child care slots in the Saint Peter community. There is clearly more need for infant slots and toddler slots with infants being the highest and more pressing priority. While exact numbers are hard to ascertain, the development of a minimum of 12 infant slots should be a priority. Toddler slots of similar number are also needed.

Opportunities to develop childcare slots:

The Committee reviewed a number of different ideas and opportunities to create the slots they believe are needed within the community. Those ideas and opportunities fall into two primary categories which are Long Term and Short Term.

Long Term Opportunities

- More additional square footage for one of the current centers at the Community Center
- Development of a new center facility
- Continue to explore opportunities with the School District related to their facilities planning
- Review opportunities for reuse of Grandview
- Work with Gustavus on new or modified facilities
- Additional work with local businesses or real estate professional who may own space that could be modified

Short Term Opportunities

- Promotion of in-home opportunities through the reduction or elimination of the fees associated with licensing, which includes both City and County fees, tied to incentives in the target age groups
- Provide additional discounted rents at the Community Center for development of more slots in the targeted age groups
- Host a child care fair to get both potential providers in touch with potential users.
- Provide business and child care learning workshops through the City or School District that would make it easier for in-home service providers to understand the business and standards that can make them successful.

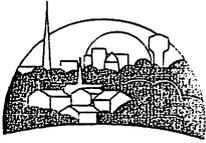
Challenges to additional slot development:

- The Committee identified a number of challenges to development of additional slots.
 - Lack of facilities or buildings that are suitable for this use.
 - Cost of facilities
- Improving economy meaning that past providers or potential future providers have many employment opportunities and development of private in-home business is not easy.
- Seeking out community partners to provide assistance including the business and public sectors. Often businesses do not understand the correlation between workforce development and daycare opportunities.
- Infant slots do not provide a sustainable business model. The cost to care for infants, primarily due the rations of provider to child means the providers do not make money. While this is believed to be the community's most pressing need, the cost is higher and the revenue is unable to support the costs.

Next Steps:

The Committee will meet in July to further explore a couple of the ideas, both long and short term, listed above. Should the Council wish to provide any additional direction or commentary the Committee will continue to work to find ways to grow slots within the community.

Should Councilmembers wish to have access to the data reviewed by the Committee, please let me know and I will be happy to provide the specific data.



CITY OF
Saint Peter
WHERE HISTORY & PROGRESS MEET

Office of
City Administrator

January 18, 2012

Saint Peter Community Child Care
Attn: Board of Directors
219 South Minnesota Avenue
Saint Peter, Minnesota 56082

Dear Board of Directors:

The City Council has asked me contact you to discuss a reduction in your lease payment for the space you now use at the Community Center. The Council is interested in providing some rent relief because they know how important daycare is to our community and its impact in creating an atmosphere that draws young families to Saint Peter.

The Council has discussed an up to \$925.00 dollar reduction in your lease payment.

Please contact my office at 934-0663 to set up a time to visit in person so that I can discuss the lease reduction and what you can do receive that reduction.

Thank you for your consideration.

Sincerely,

Todd Prafke
City Administrator

TP/bal

The City of Saint Peter is an equal opportunity employer.
TDD #711

CITY OF ST. PETER
 DEPARTMENT REQUESTED BUDGET WORKSHEET
 AS OF: JUNE 10TH, 2015

217-COMMUNITY CENTER

REVENUES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	(----- 2015 -----) CURRENT BUDGET	(----- 2015 -----) Y-T-D ACTUAL	(----- 2015 -----) PROJECTED YEAR END	(----- 2016 -----) REQUESTED BUDGET	(----- 2016 -----) PROPOSED BUDGET
SUITE 211 VACANT; SPCCC BEHIND IN RENT								
DONATIONS & REFUNDS								
36230 CONTRIBUTIONS & DONATIONS	116	0	540	0	0	0		
36241 VENDING MACHINE COMMISSIONS	11,735	11,039	9,977	11,000	4,170	11,000		
36250 REFUNDS & REIMBURSEMENTS	12,430	5,730	4,510	6,500	933	6,500		
TOTAL DONATIONS & REFUNDS	24,280	16,770	15,027	17,500	5,103	17,500		
36250 REFUNDS & REIMBURSEMENTS								
CURRENT YEAR NOTES: STAFF CLEAN FLOORS IN MVAC AND KIDS CORNER;								
FIXED ASSET DISPOSAL								
36250 DEPRECIATION EXPENSE	0	0	308	0	0	0		
TOTAL FIXED ASSET DISPOSAL	0	0	308	0	0	0		
TRANSFER FROM OTHER FUND								
39200 TRANSFERS FROM OTHER FUNDS	0	0	0	0	0	0		
TOTAL TRANSFER FROM OTHER FUND	0	0	0	0	0	0		
TRANSFER								
39221 CASH TRANSFER	143,736	145,219	144,071	110,000	0	110,000		
39222 UTILITY CHARGE REIMBURSEMENT	54,801	54,261	51,625	52,000	13,532	52,000		
TOTAL TRANSFER	198,537	199,480	195,696	162,000	13,532	162,000		
39221 CASH TRANSFER								
PERMANENT NOTES: conduit transfer: full payment of lease agrmt will expire 5/17/2015; as of 5/17/2015 HT will pay 75% of the last 3 yr avg pmt; as of 5/17/2016 HT will pay 50% of the 3 yr avg pmt. thru the final payment of 5/2017; share of rec fees(ended 2009).								
39222 UTILITY CHARGE REIMBURSEMENT								
PERMANENT NOTES: 75% reimbursement from utility funds.								
TOTAL REVENUES	433,658	434,196	387,629	373,230	100,810	373,230		

33

CITY OF ST. PETER
DEPARTMENT REQUESTED BUDGET WORKSHEET
AS OF: JUNE 10TH, 2015

217-COMMUNITY CENTER
COMMUNITY CENTER
EXPENDITURES

		(----- 2015 -----)					(----- 2016 -----)		
		2012	2013	2014	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
PERSONNEL SERVICES									
44940-100	COMMUNITY CENTER WAGES	84,804	86,549	90,530	90,759	37,795	90,759		
44940-101	COMMUNITY CENTER WAGES-TEM	0	0	0	0	133	0		
44940-102	COMMUNITY CENTER WAGES-OVE	0	0	0	1,830	121	1,830		
44940-121	COMMUNITY CENTER PERA CONT	5,713	5,960	6,349	5,508	2,519	5,508		
44940-122	COMMUNITY CENTER FICA CONT	5,033	5,078	5,283	5,741	2,056	5,741		
44940-126	COMMUNITY CENTER MEDICARE	1,177	1,188	1,236	1,343	481	1,343		
44940-131	COMMUNITY CENTER HEALTH IN	21,934	24,558	24,593	28,353	10,795	28,353		
44940-132	COMMUNITY CENTER DENTAL IN	2,135	1,725	1,645	1,404	731	1,404		
44940-133	COMMUNITY CENTER LIFE INSU	33	35	35	38	15	38		
44940-134	COMMUNITY CENTER DISABILIT	0	0	0	0	0	0		
44940-142	COMMUNITY CENTER UNEMPLOYM	396	351	63	0	0	0		
44940-151	COMMUNITY CENTER WORKERS C	2,066	2,219	2,712	4,143	1,639	4,143		
	TOTAL PERSONNEL SERVICES	123,290	127,663	132,446	139,119	56,285	139,119		
OFFICE EXPENSES									
44940-200	COMMUNITY CENTER OFFICE SU	286	477	672	300	0	300		
44940-210	COMMUNITY CENTER OPERATING	44,682	46,262	46,529	47,000	15,508	47,000		
44940-211	COMMUNITY CENTER MOTOR FUE	0	0	0	0	21	0		
44940-220	COMMUNITY CENTER REPAIR &	0	0	0	0	0	0		
	TOTAL OFFICE EXPENSES	44,969	46,739	47,201	47,300	15,529	47,300		
44940-210	COMMUNITY CENTER OPERATING	PERMANENT NOTES: UNIFORM ALLOWANCE; ANNUAL ELEVATOR PERMIT (100) AIR HANDLER FILTERS; PAINT; GYM REFINISHING MATERIALS, BB NETS, FIRST AID SUPPLIES; ICE MELT; CLEANING SUPPLIES;							
44940-210	COMMUNITY CENTER OPERATING	CURRENT YEAR NOTES: MATS; BULLETIN BOARDS(400); LCD PROJECTOR (800); SCREEN; SHELVING; VENDING (6000) PROJ #718							
PROFESSIONAL SERVICES									
44940-300	COMMUNITY CENTER PROFESSIO	16,803	18,677	19,927	22,000	7,021	22,000		
44940-310	COMMUNITY CENTER CONTRACTU	0	0	0	0	0	0		
44940-321	COMMUNITY CENTER TELEPHONE	861	836	1,420	1,200	606	1,200		
44940-322	COMMUNITY CENTER POSTAGE	49	65	122	50	40	50		
44940-331	COMMUNITY CENTER TRAVEL &	252	279	105	300	20	300		
44940-340	COMMUNITY CENTER ADVERTISI	56	294	0	200	110	200		
44940-354	COMMUNITY CENTER PRINTING	0	0	413	0	0	0		
44940-360	COMMUNITY CENTER INSURANCE	11,572	11,983	11,376	11,500	11,260	11,500		
44940-380	COMMUNITY CENTER UTILITIES	89,765	96,692	97,570	98,000	29,599	98,000		
	TOTAL PROFESSIONAL SERVICES	119,358	128,827	130,934	133,250	48,656	133,250		
44940-300	COMMUNITY CENTER PROFESSIO	PERMANENT NOTES: WASTE MANAGEMENT (5350); ELEVATOR PREVENTIVE MAINT (2,000),							

34

CITY OF ST. PETER
 DEPARTMENT REQUESTED BUDGET WORKSHEET
 AS OF: JUNE 10TH, 2015

217-COMMUNITY CENTER
 COMMUNITY CENTER
 EXPENDITURES

		(------ 2015 -----)					(------ 2016 -----)		
		2012	2013	2014	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
PREVENTATIVE MAINT BOILER (4012);OUTSIDE WINDOW WASHING; FALL SHUT DOWN/SPRING STARTUP; PRE-EMPLOYMENT PHYSICALS AS NEEDED; RPZ TESTING; BOILER LICENSES; ANNUAL ROOF INSPECTION (1600); SERVICE AGREEMENT FOR CHILLER (3600)									
44940-300	COMMUNITY CENTER PROFESSI								
	CURRENT YEAR NOTES: WEED CONTROL (600)								
44940-340	COMMUNITY CENTER ADVERTIS								
	CURRENT YEAR NOTES: BUILDING SUPERVISOR RECRUITMENT								
REPAIR & MAINTENANCE									
44940-401	COMMUNITY CENTER BLDG-REP&	27,245	13,654	13,591	22,000	5,376	22,000		
44940-404	COMMUNITY CENTER EQUIP-REP	6,703	6,858	7,737	9,000	4,740	9,000		
44940-420	DEPRECIATION	0	0	0	0	0	0		
44940-430	COMMUNITY CENTER MISCELLAN	0	0	0	0	0	0		
	TOTAL REPAIR & MAINTENANCE	33,948	20,512	21,328	31,000	10,116	31,000		
44940-401	COMMUNITY CENTER BLDG-REP&								
	PERMANENT NOTES: BALLASTS/LIGHTS; CHILLER REPAIRS; ROOF REPAIRS; FIX TOILETS; PLUMBING ISSUES; PAAPE REPAIRS; AIR HANDLER MOTORS; DOOR REPAIRS; WALL SCONCES								
44940-404	COMMUNITY CENTER EQUIP-RE								
	PERMANENT NOTES: Copier maint (shared with Rec), fix/maintain e.g. reel machine, rider/scrubber, rider carpet cleaner, vacuums, appliances.								
CAPITAL									
44940-510	COMMUNITY CENTER LAND ACQU	0	0	0	0	0	0		
44940-520	COMMUNITY CENTER BUILDING/	0	12,386	0	17,000	0	17,000		
44940-530	COMMUNITY CENTER IMPROVEME	0	0	0	0	0	0		
44940-560	COMMUNITY CENTER FURNITURE	3,788	0	0	11,300	100	11,300		
44940-570	COMMUNITY CTR OFFICE EQUIP	22,306	15,052	20,212	4,000	0	4,000		
	TOTAL CAPITAL	26,094	27,438	20,212	32,300	100	32,300		
44940-520	COMMUNITY CENTER BUILDING/								
	CURRENT YEAR NOTES: OUTFIT DOOR C WITH HANDICAP ENTRY (8500); RECAULK EAST SIDE WINDOWS (8500)								
44940-560	COMMUNITY CENTER FURNITURE								
	CURRENT YEAR NOTES: REUPHOLSTER 100 CHAIRS IN SR CENTER (7000); REPLACE BRICK IN ENTRY A WITH STAMPED CONCRETE (4300)								
44940-570	COMMUNITY CTR OFFICE EQUIP								
	CURRENT YEAR NOTES: ADD 2 INDOOR CAMERAS TO FIRST FLOOR HALLWAYS (4000)								
TOTAL COMMUNITY CENTER		347,658	351,179	352,121	382,969	130,686	382,969		

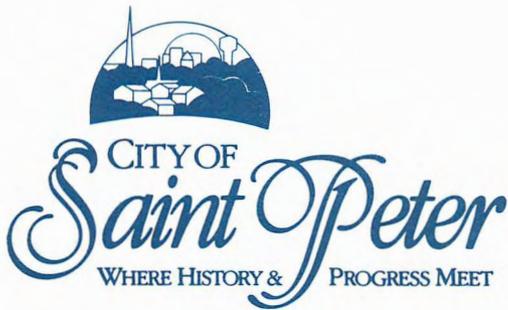
35

CITY OF ST. PETER
 DEPARTMENT REQUESTED BUDGET WORKSHEET
 AS OF: JUNE 10TH, 2015

217-COMMUNITY CENTER
 COMMUNITY CENTER TFR
 EXPENDITURES

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	(----- 2015 -----) CURRENT BUDGET	(----- 2015 -----) Y-T-D ACTUAL	(----- 2015 -----) PROJECTED YEAR END	(----- 2016 -----) REQUESTED BUDGET	(----- 2016 -----) PROPOSED BUDGET
<u>TRANSFERS</u>								
49300-720 TRANSFERS-OUT OPERATING TR	11,428	11,017	12,834	0	0	0		
TOTAL TRANSFERS	11,428	11,017	12,834	0	0	0		
TOTAL COMMUNITY CENTER TFR	11,428	11,017	12,834	0	0	0		
TOTAL EXPENDITURES	359,086	362,196	364,955	382,969	130,686	382,969		
REVENUE OVER/(UNDER) EXPENDITURES	74,573	72,001	22,674	(9,739)	(29,876)	(9,739)		

07E



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 6/12/2015

FROM: Todd Prafke
City Administrator

RE: Financial Report

ACTION/RECOMMENDATION

None needed. For your information and discussion.

BACKGROUND

A few years back staffed work diligently to prepare a quarterly financial report for you on the City but it was often just more of the same kind of stuff you see and discuss at Council meetings. So frankly, it was a lot of time on your part and work on our part for little reward in helping Councilmembers better understand the nature of City finances. We rethought our goals and efforts and then planned to continue these types of opportunities into the future.

In April we had our first renewed attempt where Finance Director O'Connell focused on debt, how debt is structured, what debt is used for, some terminology, how does it work, and what impact does it have in various funds. Time has been set aside on Monday evenings workshop for a follow-up report.

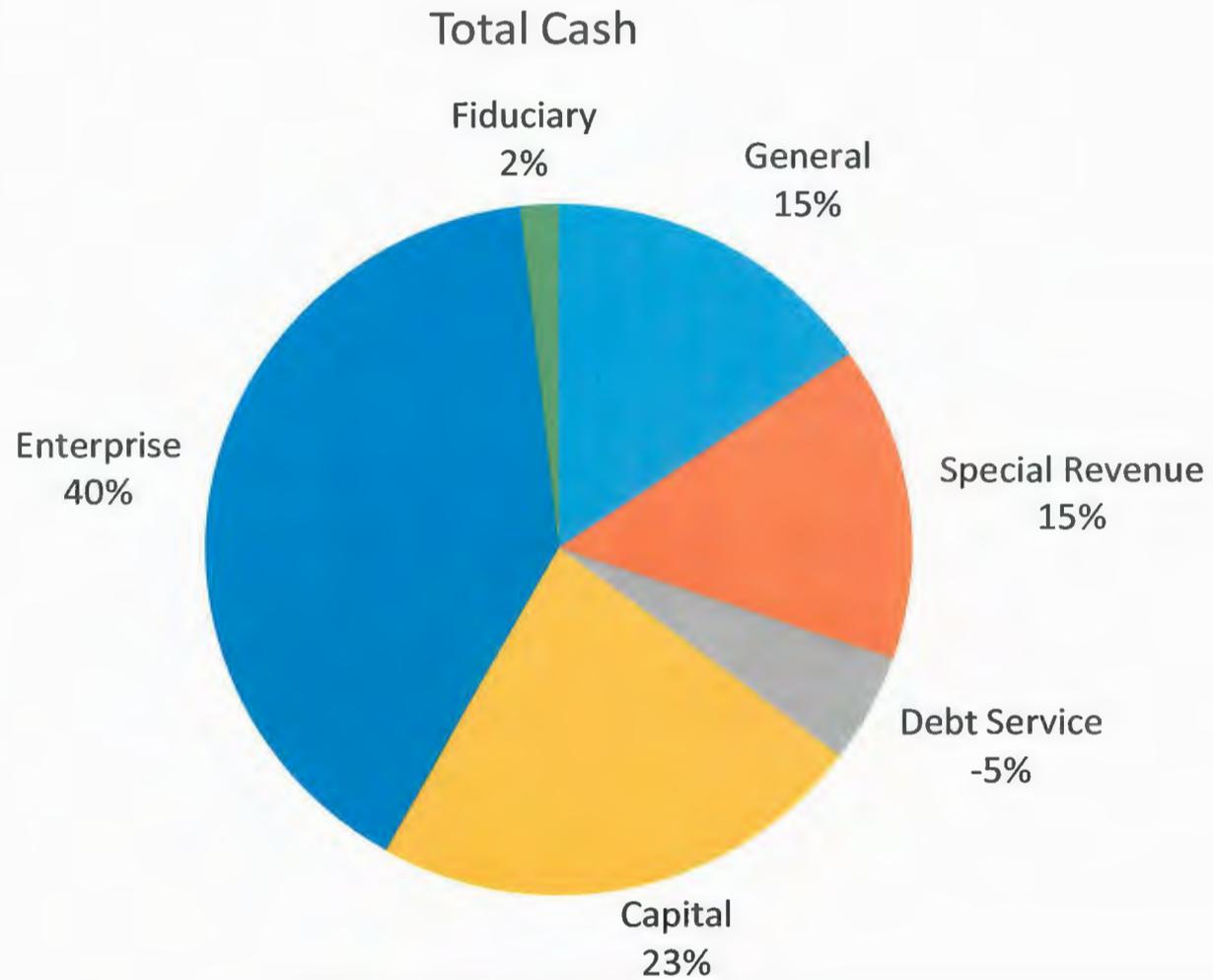
Our goal is to provide an opportunity for members to see how it all comes together in the big picture. Paula will provide tables and graphs that we hope will help inform you and help provide the basis for future actions of the Council.

At the end we plan to solicit ideas for the next meeting on with this topic. That meeting will occur about three months from now. Again our goal is to provide the Council an informative and educational opportunity so that you can all better understand your City finances.

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

TP/bal

Sum of TOTAL CASH



#

Sum of Trust Sum of expendable

6,000

5,000

4,000

3,000

2,000

1,000

0

Values

Sum of expendable

Sum of Trust

BENSON LIBRARY TRUST BURNS LIBRARY TRUST FUND FILLER LIBRARY TRUST JOHNSON LIBRARY TRUST FUN POETZ LIBRARY TRUST SNOW LIBRARY TRUST STRAND LIBRARY TRUST

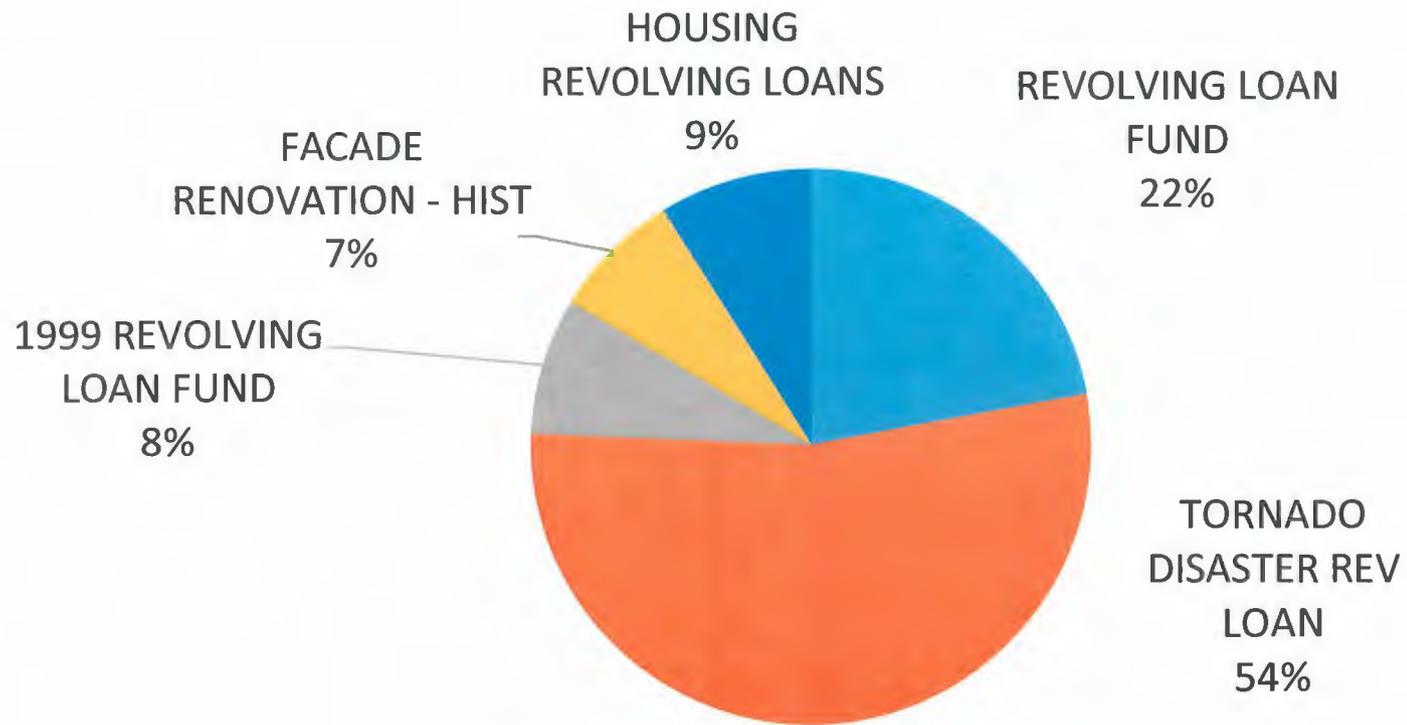
fund



desc

Sum of TOTAL CASH

Total Revolving Loan Funds



desc

Sum of restricted Sum of expendable

ENTERPRISE FUNDS

2,500,000

2,000,000

1,500,000

1,000,000

500,000

0

-500,000

Values

Sum of expendable

Sum of restricted

fund

ELECTRIC FUND

ENVIRON SERVICES FUND

LONG TERM CARE LEASE

MEDICAL CAMPUS

STORMWATER FUND

TELECOMMUNICATIONS FUND

TRANSIT

WASTE WATER FUND

WATER

