



**CITY OF SAINT PETER**  
**AGENDA AND NOTICE OF JOINT MEETING**  
School District #508/City Council Joint Committee of the Whole Meeting  
Monday, November 17, 2014  
Governors' Room – Community Center – 6:00 p.m.

- I. **CALL TO ORDER (Chair Karlsrud)**
- II. **WELCOME (Mayor Strand)**
- III. **DISCUSSION**
  - A. Introduction and Overview (Peterson/Prafke)
    - 1. Joint Planning
    - 2. Cooperative Efforts
  - B. Site Planning Overview (Architects and Planners)
    - 1. General Overview
    - 2. Charrette Feedback
  - C. Joint Use Agreement  
Draft of MOU between Dist. #508 and City of Saint Peter
  - D. Upcoming Meetings
- IV. **ADJOURNMENT (Chair Karlsrud)**

Todd Prafke  
City Administrator

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
INDEPENDENT SCHOOL DISTRICT NO. 508  
AND  
CITY OF SAINT PETER**

1. **Mission Statement** - Effectively use resources to provide quality programs and services to meet the educational and recreational needs of the I.S.D. No. 508 and the City of Saint Peter.
2. **Philosophical Position** - The Saint Peter Public Schools and the City of Saint Peter believe that sharing in the construction costs, maintenance and upkeep of public owned facilities, parks and grounds maximizes the use of public resources.
3. **Non-Duplication of Services** - Each governmental unit shall work cooperatively to eliminate duplication of facilities and fields serving the residents of the Saint Peter School District and the City of Saint Peter.
4. **Costs** - It shall be the general practice that the School District and the City shall provide facilities, fields and grounds identified in this Memorandum of Understanding at no charge to each other when the functions for such use are for the use and benefit of Saint Peter area community residents.
5. **Agreements Related to Identified Facilities, Fields and Park Land** – The following provisions shall govern ownership, use, maintenance, scheduling and liability of facilities, fields and grounds identified in this Memorandum of Understanding:

**5.1 Description of Saint Peter Area High School and (Name of) City Park**

Saint Peter Area High School and (Name of) City Park consists of \_\_\_\_\_ acres; including (Name of) City Park consisting of \_\_\_\_\_ acres and Saint Peter Area High School consisting of \_\_\_\_\_ acres (see legal description contained in Attachment A).

## 5.2 **Ownership of Saint Peter Area High School and (Name of) City Park**

- A. School District** - the district owns the high school site which is the property ...
- B. City** – The city owns (Name of) Park which is the property ...

## 5.3 **Design and Construction**

The parties have jointly designed the site plan for Saint Peter Area High School and (Name of) Park and have agreed to construct the following facilities of the site:

- Multi-Use Field #1 - Independent School District No. 508
- Multi-Use Field #2 - Independent School District No. 508
- Multi-Use Field #3 - Independent School District No. 508
- Multi-Use Field #4 - City of Saint Peter
- Multi-Use Field #5 - City of Saint Peter
- Multi-Use Field #6 – City of Saint Peter
- 8 Court Tennis Complex- Independent School District No. 508
- Softball Field #1- Independent School District No. 508
- Softball Field #2- City of Saint Peter
- Baseball Field #1- Independent School District No. 508
- Baseball Field #2- City of Saint Peter
- **Central Parking Lots (2) – Independent School District No. 508 75% of Cost; City of Saint Peter 25% of Cost**

## 5.4 **Maintenance of Fields and Tennis Complex**

- **Multi-Use Fields** – Each party will maintain (including major repairs), at its expense multi-use fields located within its property except as outlined in the “Shared Use” below.
- **Ball Fields** - Each party will maintain (including major repairs), at its expense ball fields located within its property except as outlined in the “Shared Use” section below.
- **Tennis Complex** - The school district will maintain the Tennis Courts at its expense.
- **Shared Use:** Each party will schedule, mow, water and line at its expense, multi-purpose and ball fields used during agreed upon seasons of use.

**5.5 Use of (Name of) City Park and Saint Peter Area High School**

**A. Multi-Use Fields** – Each party will have priority use of its multi-use fields except that:

1. The City will grant the use of City's multi-use fields for the school district's curricular and co-curricular programs, provided the school district first notifies the City of the time or times it desires to use each field at least three (3) months prior to each use.
2. The school district will grant the use of the district's multi-use fields for athletic associations or City activities, provided the City first notifies the district of the time or times it desires to use the fields at least three (3) months prior to such use.

**B. Ball Fields** – Each party will have priority use of its ball fields except that:

1. The City will grant the use of the City's softball and baseball fields for the school district's curricular and co-curricular programs, provided the school district first notifies the city of the time or times it desires to use the fields at least three (3) months prior to each use.
2. The school district will grant the use of the district's softball and baseball fields for athletic associations or City activities, provided the City first notifies the district of the time or times it desires to use the fields at least three (3) months prior to such use.

**C. Tennis Courts** – The school district will have priority use of tennis courts. The City may use the school district tennis courts for athletic association or City activities, provided the City first notifies the school district of the time or times it desires to use the courts at least three (3) months prior to such use.

**D. Gymnasium and Theater** – Without further notice to the City, the school district will have priority use of the high school gymnasium and the theater. The City may use the gymnasium and theatre, provided the City first notifies the district of the time or time it desires to use the facilities at least three (3) months prior to such use.

**6. Supervision of Use of Facilities, Fields and Park** – Each party is responsible for the supervision of facilities, fields and park when such use is scheduled by the party.

**7. Use of Facilities, Fields and Park**–

**7.1 Sub-Leasing**

Neither the School District or the City of Saint Peter may sub-lease facilities, fields or parks that they do not own.

**7.2 Rules Governing the Use of Facilities, Fields and Park**

City and school use policies will govern the manner in which the public is allowed to use city and school facilities, fields and parks on the property.

**8. Cancellation of Scheduled Use** – The party that owns and controls the facility, fields or park retains the right to cancel use by the other party based on extraordinary events such as storms, rains, etc.

**9. Liability** – A party shall be liable to the other party for damage or destruction of the part of the facilities, fields or park owned by the other party when such damage is the result of negligence or lack of supervision. Each party agrees to assume oversight of the general condition of the facilities, fields or park under its ownership.

**10. Joint Facilities Committee** – A joint Facilities Committee made up of the School District’s Activities Director and Building and Grounds Supervisor, and the City Recreation Director and City Park Supervisor shall meet on an annual basis, or as necessary, to review how facilities, fields and park are being scheduled and maintained. The Committee shall recommend any revisions that should be made to this Memorandum of Understanding.

**11. Amendments and Additions to the Memorandum of Understanding** – Amendments and Additions to the Memorandum of Understanding may be based on recommendations of the Joint Facilities Committee and made by both the School Board and City Council.

**Saint Peter Public Schools: I.S.D. No. 508**

Date: \_\_\_\_\_

By \_\_\_\_\_  
Chairperson of School Board

Date: \_\_\_\_\_

By \_\_\_\_\_  
Clerk of School Board

Date: \_\_\_\_\_

By \_\_\_\_\_  
Superintendent of Schools

**City of Saint Peter**

Date: \_\_\_\_\_

By \_\_\_\_\_  
Mayor

Date: \_\_\_\_\_

By \_\_\_\_\_  
City Administrator

**Notary of the Public:**