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Memorandum:

TO: Mayor Krachmer and City Council Members

FROM: Kaylin Clement, Assistant City Administrator

DATE: September 5, 2023

SUBJECT: VLAWMO Lease Renewal

Recommended Council Action

Approve the proposed lease agreement between the City of Vadnais heights and Vadnais Lake Area Water Management Organization (VLAWMO), effective January 1, 2024 through December 31, 2026.

Background

The City of Vadnais Heights and VLAWMO have a long-established, positive working relationship. This includes the City facilitating office space for VLAWMO dating back to 2006. The City remains happy with the existing arrangement that is beneficial to both the City and VLAWMO.

After discussions with VLAWMO staff over the past few months to best understand opportunities for a continued, successful partnership the VLAWMO board has approved the attached proposed lease, which the City is in favor of as well.

**Agreement Between the City of Vadnais Heights
and Vadnais Lake Area Water Management Organization
for Office Space at Vadnais Heights City Hall
Effective January 1, 2024 through December 31, 2026**

Whereas, the Vadnais Lake Area Water Management Organization (hereafter called "VLAWMO") wishes to lease office space in the City Hall at 800 East County Road E from the City of Vadnais Heights (hereafter "City"); and

Whereas, the City is one of the participating communities in VLAWMO and currently has available space in its City Hall; and

Whereas, the City believes that VLAWMO would provide other positive contributing factors to the Vadnais Heights Community by locating their office at the Vadnais Heights City Hall.

Now, therefore, for valuable consideration, the City and VLAWMO agree as follows:

The City will:

1. Provide to VLAWMO an approximately 192 sq. ft. office space, also referred to as the "Council Workroom" and provide a maximum of four additional office cubicle spaces in the City's Administrative Pool Office area, the size and location to be decided by the City. If one intern/project position staff is needed, it will be discussed with the City prior and he/she will work out of the Administrative Pool Office area (if available) and will pay at same cubical rate/mo. as other cubicles and other fees /mo. as other employees. If Administrative Pool Office area is not available, the VLAWMO office would be the next option. The City retains the right to move any VLAWMO staff to another cubicle if the City deems necessary. This has been discussed with and agreed to by the VLAWMO Administrator.
2. Permit security access outside regular City working hours.
3. Provide reasonable access to use the City Council Chambers or a conference room on an as needed basis, but only when such use does not conflict with the City's need for such space, and all conflicts will be resolved by the City.
4. Provide access to use the City's copy, fax, and postage machines at a cost to be mutually agreed upon.
5. Allow VLAWMO to have an identity sign, etc. on the premises, the size and location to be approved by the City.
6. Provide typical receptionist service to VLAWMO customers.
7. Provide use of other customary City Hall service areas for VLAWMO employees, such as the employee lunchroom, restrooms, etc.
8. Provide current janitorial services to the areas proposed to be used by VLAWMO in

the same manner as the City receives, including removal of regular trash and recycling products. VLAWMO will pay for any special fees for disposal of computers, or the like.

9. Allow existing parking areas to be used by VLAWMO employees and visitors.
10. Provide electric, heating/cooling, water and sanitary sewer at no additional cost.
11. Provide fire and general liability insurance on the building.

VLAWMO will:

- a. Make all leasehold improvements to the existing “Council Workroom” at their expense and in a manner that is approved by the City.
- b. Pay the City rent, on the 1st of each month, for such office space in the following amounts:

	VLAWMO office	1st cubicle	2nd cubicle	3rd cubicle	4th cubicle
2021	\$615.00	\$250.00	\$250.00	\$250.00	\$250.00
2022	\$625.00	\$260.00	\$260.00	\$260.00	\$260.00
2023	\$635.00	\$270.00	\$270.00	\$270.00	\$270.00
2024	\$645.00	\$280.00	\$280.00	\$280.00	\$280.00
2025	\$655.00	\$290.00	\$290.00	\$290.00	\$290.00
2026	\$665.00	\$300.00	\$300.00	\$300.00	\$300.00

- c. Pay for any costs associated with additional access/security improvements as it or the City desires.
- d. Reimburse the City for costs associated with the use of copy/postage/fax machines or other City supplies.
- e. Furnish its own computer system; however, the City will provide internet connections only. The City currently has an agreement with Metro-Inet for IT services. VLAWMO is independent of the City, therefore VLAWMO must provide any and all of their own IT support.
- f. Contribute to the City toward the use of the copy/postage/fax machines AND for use of individual computer connections/phones/internet as follows:
 - \$58 per employee/mo. in 2021
 - \$59 per employee/mo. in 2022
 - \$61 per employee/mo. in 2023
 - \$63 per employee/mo. in 2024
 - \$65 per employee/mo. in 2025
 - \$67 per employee/mo. in 2026

- g. Maintain a certificate of insurance as required by the Vadnais Heights City Attorney to cover its employees, liability, and personal property, and pay any additional premium required by the City's insurers by reason of VLAWMO's presence.
- h. Not make any permanent improvements or changes to the interior of its office space without prior City approval.
- i. Limited storage for VLAWMO will be contained in areas to be determined by the City and as agreed upon if additional space is needed, VLAWMO may request additional storage space but the City makes no guarantee of availability.

Duration and Termination

- (1) This agreement shall be for a period through December 31, 2026, and may be continued thereafter on terms acceptable to both parties.
- (2) Either party shall have the right to terminate this agreement upon written 180 day notice to the other party.

VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION

Dated: 8/23/23

By [Signature]
Jim Lindner
It's Chairperson

By [Signature]
Phil Belfiori
It's Administrator

CITY OF VADNAIS HEIGHTS

Dated: _____

By _____
Mike Krachmer
It's Mayor

By _____
Kevin Watson
It's City Administrator