



South St. Paul School Board Meeting  
Monday, August 28, 2023 6:00 PM  
Location: CITY HALL  
125 THIRD AVENUE NORTH  
South St Paul, Minnesota 55075

## Agenda

I.	<b>ROLL CALL and PLEDGE OF ALLEGIANCE</b>	
II.	<b>APPROVAL OF MEETING AGENDA/MINUTES</b>	
	A. School Board Meeting Agenda, August 28, 2023	
	B. Committee-of-the-Whole and Regular Meeting Minutes, August 14, 2023	3
III.	<b>QUALITY-IN-ACTION and REPORTS</b>	
	A. <b>Quality-in-Action:</b> Building Principals will provide a highlight of the upcoming 2023-24 school year.	
	B. <b>Report:</b> Chair John Raasch will highlight the Public Listening Session submissions. (J. Raasch)	6
	C. <b>Report:</b> School Board members will highlight items from the committee-of-the-whole meeting. (Board)	7
	D. <b>Report:</b> Superintendent Zambreno will provide highlights from around the District. (B. Zambreno)	8
IV.	<b>CONSENT ITEMS</b>	
	A. Financial Claims: Bills Payable	9
	B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves	14
V.	<b>POLICY REVIEW</b>	
VI.	<b>BUSINESS ITEMS</b>	
	A. Approval, for the South St. Paul School Board to approve the High School North Field agreement. (B. Hoffman)	19
	B. Approval, for the South St. Paul School Board to approve the Resolution for Counting Write-In Votes for Local Elective	31

Office. (L Brandecker)

**VII. INFORMATIONAL ITEMS**

- A. **Board Members' Reports/Committee Updates/Where Have You Seen a Passion:** Board members will report on recent educational activities/events in which they have participated as well as other informational items.

**VIII. CLOSED SESSION**

- A. Closed Session per the Open Meeting Law (Minn. Stat. § 13D.03) for teacher negotiations. (J. Milteer/B. Hoffman)
- B. Adjourn the Closed Session

**IX. SUPPLEMENTAL AGENDA**

**X. ADJOURNMENT**

**South St. Paul School Board  
Committee-of-the-Whole Meeting Minutes**

**August 14, 2023**

Vice Chair Monica Weber called the August 14, 2023, committee-of-the-whole meeting to order at 5:01 PM with six Board members present: Claflin, T. Felton, W. Felton, Humann, Laliberte, and Weber. Chair Raasch was absent. Others present included Superintendent Brian Zambreno and several staff and community members.

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**Health, Dental, Life, and LTD Insurance Rates and Contract**

Human Resource Director Joel Milteer presented the proposed 2024 Health, Dental, and Other insurance rates. In 2017 the District moved to a self-insured plan for dental insurance and in 2018 for health insurance, with rates determined annually by the district. A key component of a self-insured plan is to build and maintain an adequate reserve to ensure funds are available to offset fluctuating costs. Based on analysis of claims history, expected future claims and the need to continue to maintain our reserve account for payment of claims; administration recommends no change in rates and approval of the proposed 2024 health and dental insurance rates presented.

**Committee Updates**

Board members provided updates to their various committee assignments.

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The committee-of-the-whole meeting adjourned at 5:42 PM.

Respectfully submitted by:

Lisa Brandecker, Acting Secretary-Clerk  
South St. Paul Board of Education



## **SOUTH ST. PAUL PUBLIC SCHOOLS Special School District No. 6**

**AUGUST 14, 2023**

The regular meeting of the School Board, Special School District No. 6, South St. Paul, was held in the city hall council chambers on Monday, August 14, 2023. Vice Chair Monica Weber called the meeting to order at 6:00 PM with six Board members present for roll call: Claflin, T. Felton, W. Felton, Humann, Laliberte, and Weber. Chair Raasch was absent. Superintendent Dr. Brian Zambreno and several staff and community members were also present.

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### **PLEDGE OF ALLEGIANCE**

The pledge of allegiance was recited.

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### **OATH OF OFFICE**

Kim Humann recited the oath of office pledge. (*Following an open application period and interview process with three candidates, Kim was selected to fill the School Board vacancy that was created by the sudden passing of Director Bernie Beermann. The Board officially approved Kim's appointment at their meeting on Monday, June 26 which then began, per Minnesota Statute, a 30-day waiting period prior to being sworn in and seated.*)

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### **MINUTES**

By Director Claflin

Seconded by Director Humann

That the South St. Paul School Board approves the July 24, 2023, School Board meeting agenda as well as minutes from the June 26, 2023, committee-of-the-whole and regular meetings and the June 22, 2023 Special meeting.

Motion carried (6-0)

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### **QUALITY-IN-ACTION AND REPORTS**

*Quality-in-Action* – Community Learning Center Assistant Principal Robin Schwab and her team highlighted the 2023- Summer Learning Program.

*Public Listening Session Report* – Vice Chair Weber reported on the concerns heard at the listening session this evening.

*Committee-of-the-Whole Report* – Vice Chair Weber provided a highlight of the School Board's discussion at their committee-of-the-whole meeting this evening.

*Superintendent Report* – Superintendent Zambreno provided highlights from around the district.

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## **CONSENT ITEMS**

By Director Laliberte

Seconded by Director W. Felton

- A. Financial Claims—Bills Payable
- B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves.

Motion carried (6-0)

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## **BUSINESS ITEMS**

By Director W. Felton

Seconded by Director Claflin

Approval, for the South St. Paul School Board to approve the 2024 Health, Dental, and Ancillary Insurance Premium Rates.

Motion carried (6-0)

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## **INFORMATIONAL ITEMS**

School Board members reported on various educational activities/events in which they have participated as well as other informational items.

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## **ADJOURN**

By Director Claflin

Seconded by Director Laliberte

Approval, for the School Board to adjourn the August 14, 2023, meeting at 6:42 PM.

Motion carried (6-0)

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Official Board Minutes are available in the  
District Office at 104 – 5<sup>th</sup> Ave. So. – So. St. Paul

Respectfully Submitted by:

Lisa Brandecker, Acting Secretary-Clerk  
Board of Education



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** August 28, 2023

**Place on Agenda:** Regular Meeting Reports

**Action Requested:** None

**Attachment:** None

**Topic:** School Board Listening Session Report

**Presenter(s):** Board Chair

**Background:**

At the committee-of-the-whole and regular business meetings, the Board Chair will provide an overview of the listening session submissions.

The South St. Paul School Board provides the following opportunities for community members to address the board:

- **In-Person** on the first meeting date of each month according to the schedule listed on the [district's website](#). Public listening sessions are held at City Hall (125 – 3<sup>rd</sup> Avenue North) beginning at 4:15 PM.
- **Electronic form submissions** are accepted on all meeting dates listed on the [district's website](#). Click [here](#) to submit a Public Listening Session comment.
  - Form submissions will be acknowledged by Board Chair and/or Superintendent on-air during the regular business meeting. The Board Chair and/or Superintendent will also follow-up personally with the individuals submitting a Public Listening Session form.



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** August 28, 2023

**Place on Agenda:** Reports

**Action Requested:** None

**Attachment:** None

<b>Topic:</b> Committee-of-the-Whole Meeting Update
<b>Presenter(s):</b> Board
<b>Background:</b>  School Board members will highlight items from the committee-of-the-whole meeting.
<b>Recommendation:</b>  N/A
<b>Alternatives:</b>  N/A



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** August 28, 2023

**Place on Agenda:** Reports

**Action Requested:** None

**Attachment:** None

<b>Topic:</b> Superintendent's Update
<b>Presenter(s):</b> Dr. Brian Zambreno, Superintendent
<b>Background:</b>  Superintendent Zambreno will provide highlights from around the District.
<b>Recommendation:</b>  N/A
<b>Alternatives:</b>  N/A



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** August 28, 2023

**Place on Agenda:** Consent Items

**Action Requested:** Approval

**Attachment:** Financials – Bills Payable

<b>Topic:</b> Financials – Bills Payable
<b>Presenter(s):</b> Chair
<b>Background:</b>  It is the policy of the school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.
<b>Recommendation:</b>  Administration recommends the approval of the attached financial statement
<b>Alternatives:</b>  N/A

CHECK NUMBER	CHECK AMOUNT	CHECK DATE	CHECK VENDOR
203583	431.75	08/15/2023	LOCAL #70
203584	824.00	08/15/2023	MINNESOTA CHILD SUPPORT PAYMENT CENTER
203585	222.25	08/15/2023	OFFICE AND PROF EMPLOYEES UNION
203586	5.00	08/15/2023	SOUTH ST PAUL OPEN FOUNDATION
203587	60.00	08/15/2023	SOUTH ST PAUL EDUCATION FOUNDATION
203588	164.03	08/17/2023	AMAZON CAPITAL SERVICES
203589	65.00	08/17/2023	CITICARGO & STORAGE
203590	5,745.74	08/17/2023	CITY OF SOUTH ST PAUL - UTILITIES
203591	273.75	08/17/2023	CONCORD THEATRICALS
203592	4,303.50	08/17/2023	CPI
203593	44.95	08/17/2023	CULLIGAN-MILBERT COMPANY
203594	208.60	08/17/2023	FLINN SCIENTIFIC INC
203595	128.40	08/17/2023	FRAYNE, JENNIFER
203596	6,352.95	08/17/2023	HASTINGS BUS COMPANY
203597	99.95	08/17/2023	HUSTON, MELISSA
203598	15,000.00	08/17/2023	IMAGINE LEARNING INC
203599	162,695.50	08/17/2023	IND SCHOOL DISTRICT 197/COMMUNITY ED
203600	84,637.69	08/17/2023	IND SCHOOL DISTRICT 199/COMMUNITY ED
203601	420.00	08/17/2023	KOY, ZENITH
203602	34.50	08/17/2023	LINDENMEYR MUNROE
203603	240.26	08/17/2023	LINK INTERPRET
203604	4,850.40	08/17/2023	METRO ECSU
203605	500.00	08/17/2023	PITNEY BOWES INC
203606	171.96	08/17/2023	QUILL CORPORATION
203607	344.15	08/17/2023	SCHOOL SPECIALTY LLC
203608	674.29	08/17/2023	SCHOOL SPECIALTY
203609	71.54	08/17/2023	ST PAUL PIONEER PRESS
203610	9,235.00	08/17/2023	STANDARD INSURANCE COMPANY
203611	13.40	08/17/2023	STROM, HEATHER
203612	259.70	08/17/2023	TEACHERS ON CALL
203613	412.77	08/17/2023	TWIN CITY HARDWARE CO
203614	3,370.01	08/17/2023	WILLIAM V MACGILL & COMPANY
203615	7,121.07	08/17/2023	XCEL ENERGY
202300055	23,310.23	08/14/2023	MINNESOTA PAYROLL TAXES
202300056	140,634.28	08/14/2023	FEDERAL PAYROLL TAXES
202300057	264.04	08/14/2023	MN DEPT OF REVENUE
202300058	5,234.50	08/14/2023	PERA
202300059	36,368.94	08/14/2023	TSA/ACH DEDUCTION
202300060	97,885.81	08/14/2023	TEACHER RETIREMENT ASSOCIATION
202300063	-124.81	08/14/2023	MINNESOTA PAYROLL TAXES
202300064	-699.36	08/14/2023	FEDERAL PAYROLL TAXES
202300065	-203.48	08/14/2023	TSA/ACH DEDUCTION
202300066	-486.47	08/14/2023	TEACHER RETIREMENT ASSOCIATION
202300067	124.81	08/14/2023	MINNESOTA PAYROLL TAXES
202300068	699.36	08/14/2023	FEDERAL PAYROLL TAXES
202300069	203.48	08/14/2023	TSA/ACH DEDUCTION
202300070	486.47	08/14/2023	TEACHER RETIREMENT ASSOCIATION
202300071	14,912.51	08/15/2023	MINNESOTA PAYROLL TAXES
202300072	91,490.72	08/15/2023	FEDERAL PAYROLL TAXES
202300073	253.51	08/15/2023	MN DEPT OF REVENUE
202300074	29,189.75	08/15/2023	PERA
202300075	10,326.95	08/15/2023	TSA/ACH DEDUCTION
202300076	31,183.24	08/15/2023	TEACHER RETIREMENT ASSOCIATION
202300077	0.00	08/15/2023	MINNESOTA PAYROLL TAXES
202300078	0.00	08/15/2023	FEDERAL PAYROLL TAXES
202300079	148,297.69	08/14/2023	HEALTH PARTNERS

<u>CHECK</u>	<u>CHECK</u>		
<u>NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>VENDOR</u>
232400048	172.06	08/11/2023	BARTER, ANDREW
232400049	105.78	08/11/2023	EDLEFSEN, DEANNE
232400050	859.47	08/11/2023	HOLSEN, ERIC
232400051	56.35	08/11/2023	MOLAND, SHELLY
232400052	35.10	08/11/2023	RAMIREZ, JENNA
232400053	45.13	08/11/2023	WOHLERS, DARI
	939,608.17	Totals for checks	

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL	609,944.33	0.00	31,344.42	641,288.75
02	FOOD SERVICE	1,809.60	241.75	0.00	2,051.35
04	COMMUNITY EDUCATION	274,906.64	0.00	0.00	274,906.64
05	CAPITAL	802.79	0.00	19,850.40	20,653.19
50	ACTIVITY ACCOUNT	708.24	0.00	0.00	708.24
***	Fund Summary Totals ***	888,171.60	241.75	51,194.82	939,608.17

\*\*\*\*\* End of report \*\*\*\*\*

**CHECKRUNS**

<b><u>FUND</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>August 11, 2023 - August 24, 2023</u></b>
1	GENERAL	\$641,288.75
2	FOOD SERVICE	\$2,051.35
4	COMMUNITY EDUCATION	\$274,906.64
5	CAPITAL	\$20,653.19
7	DEBT SERVICE	\$0.00
50	ACTIVITY ACCOUNTS	\$708.24
	TOTAL	<b><u>\$939,608.17</u></b>

**PAYROLL**

**8/15/23**

Payroll Direct Deposit	900092953-900093435	\$697,382.64
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## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** August 28, 2023

**Place on Agenda:** Consent Items

**Action Requested:** Approval

**Attachment:** Staffing

<b>Topic:</b> Staffing
<b>Presenter(s):</b> Chair
<b>Background:</b>  The staffing report includes the Appointments, Resignations, Transfers, Retirements, Abolishments and Leaves being recommended to the School Board for approval.
<b>Recommendation:</b>  Administration recommends approval of the proposed staffing and supplemental staffing as presented.
<b>Alternatives:</b>  Amend the motion to remove a certain appointment, resignation, transfer, retirement, abolishment, or leave. Provide administration with directions for next steps.

**VII.A.1 Staff Appointments, Resignations, Retirements, Terminations and Leaves (Joel Milteer)**

**8-28-23**

**Certified**

**A. Appointments/Reassignments**

1. Erik Anderson – .6 FTE Media Specialist and .4 FTE STEM Teacher, Middle School, BA00, Step 1, effective August 21, 2023.
2. Jessica Costello – 1.0 FTE Grade 1 Teacher, Lincoln Center, BA30, Step 1, effective August 21, 2023.
3. Isaac Douglas – 1.0 FTE Math Teacher, Middle School, BA00, Step 1, effective August 21, 2023.
4. Karen Hammel – 1.0 FTE Special Education Teacher, Middle School, Specialist, Step 20, effective August 21, 2023.
5. Reed Hartman – 1.0 FTE Band Teacher, District-wide, MA00, Step 5, effective August 21, 2023.
6. Samuel Mast – Instructional overload (Band), Lincoln Center, effective for the 2023-24 school year.
7. Jessica Rice – .15 FTE ABE Teacher, South Suburban Adult Basic Education, BA00, Step 3, effective August 9, 2023.
8. Aimee Rumpza – 1.0 FTE Intervention Teacher, Middle School, MA00, Step 20, effective August 21, 2023. (revised placement)
9. Michael Sanislo - .6 FTE Physics Teacher, High School, MA45, Step 5, effective August 21, 2023.
10. Jennifer Sexauer – Assistant Principal, Lincoln Center, effective August 24, 2023.
11. Alison Terrell – 1.0 FTE Dean of Students, High School, Specialist, Step 13, effective August 21, 2023.
12. Kristy Wagner – 1.0 FTE Early Childhood Special Education Teacher, Lincoln Center, BA00, Step 10, effective August 21, 2023.

Change of Assignment – effective for the 2023-24 school year

Emma Cole – Change from .4 FTE French, .4 FTE Family & Consumer Science, .2 FTE Credit Recovery Teacher, to .8 FTE French and .2 FTE Credit Recovery Teacher, High School

Mary Dobey – Change from .8 FTE Social Studies Teacher to .6 FTE Social Studies and .4 FTE Family & Consumer Science Teacher, High School

**2023-24 ECA**

**BASEBALL**

Head Coach	Duffy, Ryan*	\$5,177
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**FOOTBALL**

Middle School Coach	Moe, Devin	\$2,237
Additional Coach	Ikens, Steven*	\$4,231 (Booster Club)

\* indicates non-district employee

\*\* indicates returning non-district employee

B. Resignations/Retirements/Leaves/Reductions/Other

1. Allison Binder – Resignation, Building & Instructional Leadership Team (BILT), Middle School, effective August 14, 2023.
2. Michael Gehlsen – Resignation, 1.0 FTE Science Teacher, High School, effective August 18, 2023.
3. Madison Rouleau – Resignation, Assistant Coach, Dance Team, effective August 14, 2023.
4. Jennifer Sexauer – Resignation, 1.0 FTE Equity and Instructional Coach (TOSA), Lincoln Center, effective August 23, 2023.

**Classified**

**A. Appointments/Reassignments**

1. Jason Alder – Part-Time Cleaner, Central Square Community Center, \$18.21 per hour, 15 hours per week, effective August 16, 2023.
2. Indranauth Armogan – Part-Time Cleaner, Secondary Building, \$18.21 per hour, 20 hours per week, effective September 5, 2023.
3. Benjamin Bradford – Part-time Cleaner, Secondary Building, \$18.21 per hour, 20 hours per week, effective September 5, 2023.
4. Cindy Brewster – Educational Assistant, Lincoln Center, \$18.53 per hour, 32.5 hours per week, effective August 28, 2023.
5. Charlene Coleman – Special Education Assistant, Middle School, \$20.16 per hour, 32.5 hours per week, effective August 28, 2023.
6. Hannah Danielson – Special Education Assistant, Lincoln Center, \$20.16 per hour, 32.5 hours per week, effective August 28, 2023.
7. Jessica Follmer – Special Education Assistant, Lincoln Center, \$20.16 per hour, 32.5 hours per week, effective August 28, 2023.
8. Maritza Fordice – Part-Time Cleaner, Lincoln Center, \$18.21 per hour, 20 hours per week, effective September 5, 2023.
9. Natalie Fredricks – Student Support Assistant, Lincoln Center, \$19.68 per hour, 32.5 hours per week, effective August 28, 2023.
10. Anthony Gonzales – Special Education Assistant, Kaposia Education Center, \$20.16 per hour, 32.5 hours per week, effective August 28, 2023.
11. Jennifer Hayden – Student Support Assistant, Lincoln Center, \$19.68 per hour, 32.5 hours per week, effective August 28, 2023.
12. Robert Martinez – Part-Time Cleaner, Secondary Building, \$18.21 per hour, 20 hours per week, effective September 5, 2023.
13. Brenda Mendoza Arguello – Student Supervisor, Kaposia Education Center, \$16.94 per hour, 17.5 hours per week, effective September 5, 2023.
14. Devon Moe – Student/Security Monitor, Middle School, \$18.96 per hour, 30 hours per week, effective August 28, 2023.
15. Kerry Pottinger – Office Assistant (10-Month; Classification III), Kaposia Education Center, \$22.60 per hour, 40 hours per week, effective August 28, 2023.

16. Zuly Sanchez Luna – Early Learning Assistant, Kaposia Education Center, \$18.53 per hour, 21 hours per week, effective August 28, 2023.
17. Monica Schlemmer – Aquatics Lead, Central Square Community Center, \$20.00 per hour, up to 20 hours per week, effective August 23, 2023.
18. Kelly Schommer – Student Supervisor, Kaposia Education Center, \$16.94 per hour, 17.5 hours per week, effective September 5, 2023.

Change of Assignment – Effective for the 2023-24 school year

Soviatt Loyd – Preschool Teacher, Kaposia Education Center, increase from 18.75 hours to 37.5 hours per week

Tracy Ritter – Preschool Teacher, Kaposia Education Center, increase from 11.25 to 22.5 hours per week

B. Resignations/Retirements/Leaves/Reductions/Other

1. Charlene Coleman – Resignation, Part-Time Cleaner, Secondary Building, effective August 11, 2023.
2. Robert Donges – Termination, Part-Time Cleaner, Secondary Building, effective August 14, 2023.
3. Marta Flores – Resignation, Nutrition Services Assistant, Secondary Building, effective August 11, 2023.
4. Bria Iliff – Resignation, Special Education Assistant, Middle School, effective August 25, 2023.
5. Linda King – Retirement, Human Resources Generalist, District Office, effective November 3, 2023.
6. Sher Moua – Resignation, Student Information Specialist, District Office, effective August 25, 2023.
7. Christopher Rivers – Rescind, Special Education Assistant, High School, effective August 28, 2023.
8. Delaney Skaar – Resignation, Student Services Director Administrative Assistant (Classification V), District Office, effective August 25, 2023.



# SOUTH ST. PAUL PUBLIC SCHOOLS

## School Board Agenda Item

**Meeting Date:** Monday, August 28, 2023

**Place on Agenda:** COW and Regular Meeting

**Action Requested:** Approval

**Attachment:** Permanent Drainage and Utility Easement

<b>Topic:</b> Approval of Permanent Drainage and Utility Easement – North Fields
<b>Presenter(s):</b> Brady Hoffman, Director of Finance
In November of 2021, the School Board approved a purchase agreement to sell the Jefferson property to the City of South St. Paul. As part of the sale, the City and School District entered into a letter of agreement where the City will transfer ownership of the North Fields to the District. Before ownership could be transferred to the District, the City needed to conduct surveys of the property and secure legal descriptions and lot splits necessary to deliver recordable quit claim deeds to the property. The final step is for the District to approve the attached permanent drainage and utility easement.
<b>Recommendation:</b> Approval
<b>Alternatives:</b> N/A

## PERMANENT DRAINAGE AND UTILITY EASEMENT

**THIS PERMANENT DRAINAGE AND UTILITY EASEMENT** (“Easement”) is made, granted and conveyed this 21 day of August, 2023 by and between Special School District No. 6 (South St. Paul Public Schools), a special school district and political subdivision under the laws of the State of Minnesota (“Landowner”), and the City of South St. Paul, a Minnesota municipal corporation (“City”).

WHEREAS, Landowner owns the real property situated within Dakota County, Minnesota as described on the attached **Exhibit A** (“Landowner’s Property”); and

WHEREAS, the City has existing underground utilities on Landowner’s Property that requires this Easement from Landowner.

NOW THEREFORE, the Landowner in consideration of the sum of One Dollar and other good and valuable consideration to them in hand paid by the City, the receipt and sufficiency of which is hereby acknowledged, does hereby grant and convey unto the City, its successors and assigns, the following:

### PERMANENT EASEMENT DESCRIPTION

The Landowner does hereby grant and convey unto the City, its successors and assigns, forever the following:

A permanent easement for drainage and utility purposes and all such purposes ancillary, incident or related thereto (“Permanent Easement”) under, over, across, through and upon that part of Landowner’s Property legally described on Exhibit B and depicted on Exhibit C (“Permanent Easement Area”), attached hereto and incorporated herein by reference.

The Permanent Easement rights granted herein are forever and shall include, but not be limited to, the construction, maintenance, repair and replacement of any sanitary sewer, storm sewer, water mains, storm water facilities, above ground and below ground drainage facilities, any utilities, underground pipes, conduits, culverts, other utilities and mains, and all facilities and improvements ancillary, incident or related thereto, under, over, across, through and upon the Permanent Easement Area.

The Permanent Easement rights further include, but are not limited to, the right of ingress and egress over the Permanent Easement Area to access the Permanent Easement for the foregoing purposes.

The rights of the City also include the right of the City, its contractors, agents and servants:

- (a) To enter upon the Permanent Easement Area at all reasonable times for the purposes of construction, reconstruction, inspection, repair, replacement, grading, sloping, and restoration relating to the purposes of the Permanent Easement; and
- (b) To maintain the Permanent Easement Area, any City improvements and any underground pipes, conduits, or mains, together with the right to excavate and refill ditches or trenches for the location of such pipes, conduits or mains; and
- (c) To remove from the Permanent Easement Area trees, brush, herbage, aggregate, undergrowth and other obstructions interfering with the location, construction and maintenance of the utility pipes, conduits, mains and above ground and below ground drainage facilities and to deposit earthen material in and upon the Permanent Easement Area; and
- (d) To remove or otherwise dispose of all earth or other material excavated from the Permanent Easement Area as the City may deem appropriate.

The City shall not be responsible for any costs, expenses, damages, demands, obligations, penalties, attorneys' fees and losses resulting from any claims, actions, suits, or proceedings based upon a release or threat of release of any hazardous substances, petroleum, pollutants, and contaminants which may have existed on, or which relate to, the Permanent Easement Area or the Landowner's Property prior to the date hereof.

Upon the City's completion of any construction, reconstruction, inspection, repair, replacement, grading, sloping, and restoration within the Permanent Easement Area, the City, at its own expense, shall promptly restore the Permanent Easement Area and any of the Landowner's Property affected by the City's activities to the same condition it was in immediately before the construction, reconstruction, inspection, repair, replacement, grading, sloping, and restoration.

Nothing contained herein shall be deemed a waiver by the City of any governmental immunity defenses, statutory or otherwise.

The Landowner, for itself and its successors and assigns, does hereby warrant to and covenant with the City, its successors and assigns, that it is well seized in fee of the Landowner's Property described on Exhibit A, the Permanent Easement Area described on Exhibit B and depicted on Exhibit C and has good right to grant and convey the Permanent Easement herein to the City.

This Easement is binding upon the heirs, successors, executors, administrators and assigns of the parties hereto.

This Easement may be executed in any number of counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument.

**EXEMPT FROM STATE DEED TAX**

**[The remainder of this page was intentionally left blank.]**

IN TESTIMONY WHEREOF, the Landowner and the City have caused this Easement to be executed as of the day and year first above written.

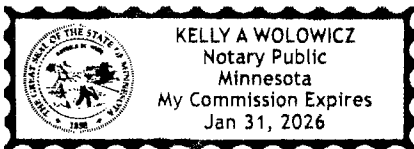
CITY:  
CITY OF SOUTH ST. PAUL

By: James P. Francis  
James P. Francis  
Mayor

By: Deanna Werner  
Deanna Werner  
City Clerk

STATE OF MINNESOTA            )  
  ) ss.  
COUNTY OF DAKOTA            )

On this 21<sup>st</sup> day of August, 2023, before me a Notary Public within and for said County, personally appeared James P. Francis and Deanna Werner to me personally known, who being each by me duly sworn, each did say that they are respectively the Mayor and City Clerk of the City of South St. Paul, the municipality named in the foregoing instrument, and that the said instrument was signed in behalf of said municipality by authority of its City Council and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said municipality.



Kelly A. Wolowicz  
Notary Public



**EXHIBIT A**  
**LEGAL DESCRIPTION OF LANDOWNER'S PROPERTY**

Real property in Dakota County, Minnesota, legally described as follows:

The Southerly 500 feet of the property lying West of Kaposia Boulevard, North of 3rd Street North, and East of the Replat of Highland Heights Addition, according to the recorded plat thereof on file and of record in the office of the Registrar of Titles within and for said County and State, excepting, however, the Southerly 400 feet thereof, previously conveyed by the City of South St. Paul to Special School District No. 1, and reserving to the City of South St. Paul the right to maintain, repair, enlarge, or replace the trunk sewer now located across said premises but subject to the condition that existing manholes be maintained at any future ground levels established, Dakota County, Minnesota.

AND

Lots 1 through 6, Block 22, South St. Paul, Dakota County, Minnesota.

PIDs: 36-02200-55-020 and 36-70300-22-280

*Abstract Property*

**EXHIBIT B**  
**LEGAL DESCRIPTION OF PERMANENT EASEMENT AREA**

A 20.00 foot perpetual easement for drainage and utility purposes over, under and across that part of the Southwest Quarter of Section 22, Township 28, Range 22 of the 4th Principal Meridian; that part of Block 22, "South St Paul", according to the recorded plat thereof; those parts of Block 7 and 8, together with those portions of the vacated streets and alleys accruing thereto by reason of vacation, of Union Addition to South St. Paul, Dakota Co., Minn., according to the recorded plat thereof; all lying southerly of Lot 2, Block 1, WENTWORTH HOLLOW 2ND ADDITION, according to the recorded plat thereof, lying westerly of the westerly right-of-way line of Kaposia Boulevard, lying northerly of the northerly right-of-way line of 3rd Street North, and lying easterly of Replat of Highland Heights Addition to South St. Paul Minnesota, according to the recorded plat thereof, all in Dakota County, Minnesota. The centerline of said easement is described as follow:

Commencing at the southeast corner of said Lot 2; thence on an assumed bearing of South 89 degrees 52 minutes 11 seconds West along the south line of said Lot 2, a distance of 129.48 feet to the point of beginning of the centerline of the easement to be described; thence South 23 degrees 11 minutes 01 second West, a distance of 278.84 feet; thence South 43 degrees 52 minutes 01 second West, a distance of 248.64 feet; thence South 38 degrees 10 minutes 37 seconds East, a distance of 64.00 feet and said centerline there terminating.

The sidelines of said easement shall be prolonged or shortened to terminate at the south line of said Lot 2 and the northerly right-of-way line of said 3rd Street North.

AND

A 20.00 foot perpetual easement for drainage and utility purposes over, under and across that part of the Southwest Quarter of Section 22, Township 28, Range 22 of the 4th Principal Meridian, lying southerly of Lot 2, Block 1, WENTWORTH HOLLOW 2ND ADDITION, according to the recorded plat thereof, lying westerly of the westerly right-of-way line of Kaposia Boulevard, lying northerly of the northerly right-of-way line of 3rd Street North, and lying easterly of Replat of Highland Heights Addition to South St. Paul Minnesota, according to the recorded plat thereof, all in Dakota County, Minnesota. The centerline of said easement is described as follow:

Commencing at the southeast corner of said Lot 2; thence on an assumed bearing of South 89 degrees 52 minutes 11 seconds West along the south line of said Lot 2, a distance of 275.92 feet to the point of beginning of the centerline of the easement to be described; thence South 29 degrees 24 minutes 59 seconds West, a distance of 121.33 feet; thence South 29 degrees 55 minutes 07 seconds West, a distance of 314.11 feet; thence South 13 degrees 38 minutes 07 seconds West, a distance of 119.00 feet and said centerline there terminating.

The sidelines of said easement shall be prolonged or shortened to terminate at the south line of said Lot 2 and the northerly right-of-way line of said 3rd Street North.

C-2

**PROPOSED EASEMENT DESCRIPTIONS:**

A 20.00 foot perpetual easement for drainage and utility purposes over, under and across that part of the Southwest Quarter of Section 22, Township 28, Range 22 of the 4th Principal Meridian; that part of Block 22, "South St Paul", according to the recorded plat thereof; those parts of Block 7 and 8, together with those portions of the vacated streets and alleys accruing thereto by reason of vacation, of Union Addition to South St. Paul, Dakota Co., Minn., according to the recorded plat thereof; all lying southerly of Lot 2, Block 1, WENTWORTH HOLLOW 2ND ADDITION, according to the recorded plat thereof, lying westerly of the westerly right-of-way line of Kaposia Boulevard, lying northerly of the northerly right-of-way line of 3rd Street North, and lying easterly of Replat of Highland Heights Addition to South St. Paul Minnesota, according to the recorded plat thereof, all in Dakota County, Minnesota. The centerline of said easement is described as follow:

Commencing at the southeast corner of said Lot 2; thence on an assumed bearing of South 89 degrees 52 minutes 11 seconds West along the south line of said Lot 2, a distance of 129.48 feet to the point of beginning of the centerline of the easement to be described; thence South 23 degrees 11 minutes 01 second West, a distance of 278.84 feet; thence South 43 degrees 52 minutes 01 second West, a distance of 248.64 feet; thence South 38 degrees 10 minutes 37 seconds East, a distance of 64.00 feet and said centerline there terminating.

The sidelines of said easement shall be prolonged or shortened to terminate at the south line of said Lot 2 and the northerly right-of-way line of said 3rd Street North.

AND

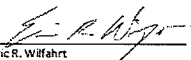
A 20.00 foot perpetual easement for drainage and utility purposes over, under and across that part of the Southwest Quarter of Section 22, Township 28, Range 22 of the 4th Principal Meridian, lying southerly of Lot 2, Block 1, WENTWORTH HOLLOW 2ND ADDITION, according to the recorded plat thereof, lying westerly of the westerly right-of-way line of Kaposia Boulevard, lying northerly of the northerly right-of-way line of 3rd Street North, and lying easterly of Replat of Highland Heights Addition to South St. Paul Minnesota, according to the recorded plat thereof, all in Dakota County, Minnesota. The centerline of said easement is described as follow:

Commencing at the southeast corner of said Lot 2; thence on an assumed bearing of South 89 degrees 52 minutes 11 seconds West along the south line of said Lot 2, a distance of 275.92 feet to the point of beginning of the centerline of the easement to be described; thence South 29 degrees 24 minutes 59 seconds West, a distance of 121.33 feet; thence South 29 degrees 55 minutes 07 seconds West, a distance of 314.11 feet; thence South 13 degrees 38 minutes 07 seconds West, a distance of 119.00 feet and said centerline there terminating.

The sidelines of said easement shall be prolonged or shortened to terminate at the south line of said Lot 2 and the northerly right-of-way line of said 3rd Street North.

**SURVEYOR'S CERTIFICATION**

I hereby certify that this survey, plan, or report 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.

  
Eric R. Wilfahrt  
License Number 46166

08/05/2022  
Date

REVISION: REFERENCE TO WENTWORTH HOLLOW 2ND ADDITION  
01/30/2023  
REVISION: PARCEL LINES & PID #'S 03/29/2023  
REVISION: DESCRIPTIONS & GRAPHIC 08/11/2023

<b>EASEMENT EXHIBIT</b> SOUTH ST. PAUL, MN 55075		PART OF: W 1/2 OF SW 1/4 SEC. 22, TWP. 28, RGE. 22 DAKOTA COUNTY, MN FOR: CITY OF SOUTH ST. PAUL
 <b>BOLTON &amp; MENK</b> 12224 NICOLLET AVENUE BURNSVILLE, MINNESOTA 55337 (952) 890-0509		

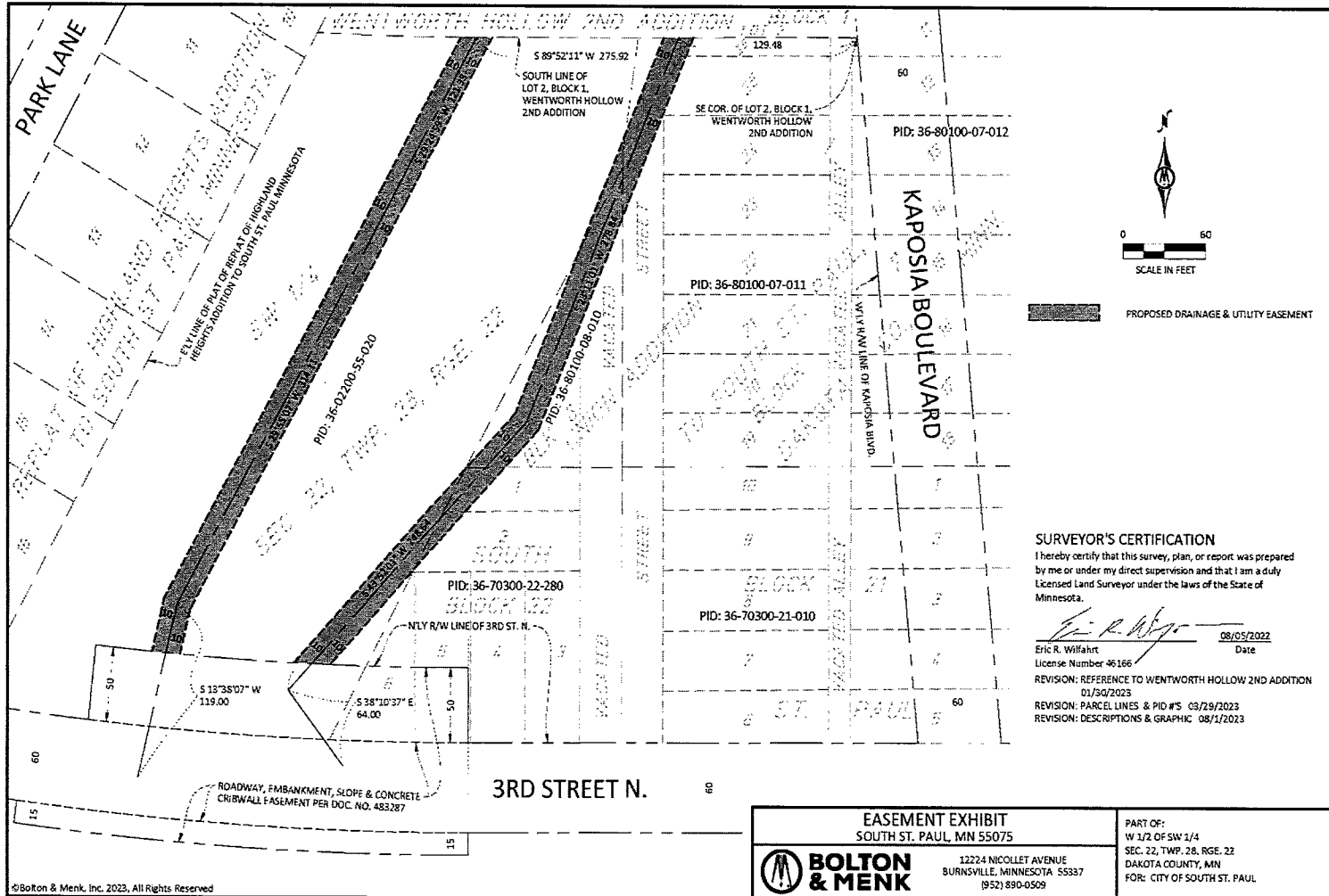


EXHIBIT C  
DEPICTION OF PERMANENT EASEMENT AREA

(Top 3 inches reserved for recording data)

**QUIT CLAIM DEED**

**Business Entity to Business Entity**

eCRV number: \_\_\_\_\_

DEED TAX DUE: \$1.65

DATE: \_\_\_\_\_, 2023

FOR VALUABLE CONSIDERATION, City of South St. Paul, a municipal corporation under the laws of Minnesota ("Grantor"), hereby conveys and quitclaims to Special School District Number 6, South St. Paul, Minnesota, a public corporation under the laws of Minnesota ("Grantee"), real property in Dakota County, Minnesota, legally described as follows:

That part of the parcel of land described as follows:

That part of Block 7, formerly platted as Union Addition to South St. Paul, Dakota Co., Minn., except that part platted as WENTWORTH HOLLOW, according to the recorded plats, Dakota County, Minnesota.

Together with those portions of the vacated streets and alleys accruing thereto by reason of vacation.

Lying westerly of the westerly right-of-way line of Kaposia Boulevard, same being the southerly extension of the westerly right-of-way line of Kaposia Boulevard, as delineated and dedicated, in WENTWORTH HOLLOW, according to the recorded plat thereof, Dakota County, Minnesota.

AND

All of Block 8, Union Addition, Dakota County, Minnesota.

AND

Lot 2, Block 1 WENTWORTH HOLLOW 2<sup>ND</sup> ADDITION.

TOTAL CONSIDERATION IS LESS THAN \$3,000.

Check here if all or part of the described real property is Registered (Torrens)

together with all hereditaments and appurtenances belonging thereto.

Check applicable box:

- The Seller certifies that the Seller does not know of any wells on the described real property.
- A well disclosure certificate accompanies this document or has been electronically filed. (If electronically filed, insert WDC number: [...].)
- I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

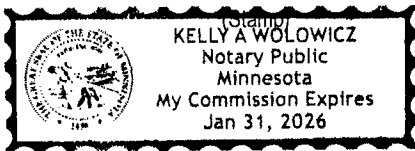
Grantor  
City of South St. Paul

By: *James P. Francis*  
James P. Francis  
Its: Mayor

By: *Deanna Werner*  
Deanna Werner  
Its: City Clerk

State of Minnesota, County of Dakota

This instrument was acknowledged before me on August 21, 2023 by James P. Francis as Mayor and Deanna Werner as City Clerk of the City of South St. Paul, Minnesota, a Minnesota municipal corporation.



*Kelly A. Wolowicz*  
(signature of notarial officer)  
Title (and Rank): Notary Public  
My commission expires: 1-31-26  
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:

LeVander, Gillen & Miller, PA  
1305 Corporate Center Drive, Suite 300  
Eagan, MN 55121  
File #: 41000.06032  
TITLE NOT EXAMINED

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS INSTRUMENT SHOULD BE SENT TO:

Special School District Number 6, South St. Paul  
104 5<sup>th</sup> Avenue South  
South St. Paul, MN 55075



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Meeting Date:** August 28, 2023

**Place on Agenda:** Committee-of-the-whole and Regular Business Meeting

**Action Requested:** Approval

**Attachment:** Resolution for Counting Write-in Votes for Local Elective Office.

<b>Topic:</b> Election Resolution
<b>Presenter(s):</b> Lisa Brandecker, Manager of Administrative Services and Communications
<b>Background:</b>  New legislation allows cities and school districts to pass resolutions that require that write-in votes are only tabulated if they exceed the votes for non-write-in candidates. The write-in voting counting process is overly time consuming and unnecessary. This new legislation will alleviate this extra work for districts and cities.
<b>Recommendation:</b>  Administration recommends the approval of the Resolution for Counting Write-in Votes for Local Elective Office.
<b>Alternatives:</b>  Do not approve and direct administration with next steps.

EXTRACT OF MINUTES OF A MEETING  
OF THE SCHOOL BOARD  
OF SPECIAL SCHOOL DISTRICT NO. 6  
(SOUTH ST. PAUL PUBLIC SCHOOLS)  
STATE OF MINNESOTA

HELD: August 24, 2023

Pursuant to due call and notice thereof, a regular meeting of the School Board of Special School District No. 6 (South St. Paul Public Schools), State of Minnesota, was duly held in the South St. Paul City Council Chambers on Monday, August 28, 2023, at 6:00 o'clock p.m.

The following members were present:

and the following were absent:

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION FOR COUNTING WRITE-IN VOTES  
FOR LOCAL ELECTIVE OFFICE**

WHEREAS, Minnesota Statutes 204B.09, subdivision 3 allows for the governing body of a school district to adopt a resolution governing the counting of write-in votes for local elective office.

WHEREAS, the current write-in vote counting process is overly time consuming and unnecessary. It does not result in a change in election results unless a single write-in candidate receives the most vote for an office.

Therefore, BE IT RESOLVED that South St. Paul Public Schools, Special School District 6 hereby requires that write-in vote for an individual candidate will only individually recorded if the total number of write-in votes for that office is equal to or greater than the fewest number of non-write-in votes for a ballot candidate.

The motion for the adoption of the foregoing resolution was duly seconded by

\_\_\_\_\_. On a roll call vote, the following voted in favor:

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

