



David Torgler, Administrator/Clerk

COMMUNICATION FORM

FROM: David Torgler, Town Administrator/Clerk
DATE: May 9, 2024
ITEM: Consideration to rent a space above the public Library
ATTACHED: None

BOARD ACTION: ☐ ACTION ITEM
 ☒ DIRECTION REQUESTED
 ☐ INFORMATION

REQUEST OR ISSUE: To rent a space above the public Library for recreation programs, e.g. activities & classes.

RECOMMENDED ACTION: Authorize the Mayor and Town Administrator/Clerk to enter into a lease agreement with the South Routt Library District for a space above the 113 E. Main Street, Oak Creek, library.

BACKGROUND INFORMATION: Staff recommends that the Town Board authorize staff to rent a unit above the library for a one (1) year term for recreation activities and classes. The leased space will allow expanded hours for the Town's recreation programs to offer adult and children's programs. Staff believes that this will be a versatile space with many opportunities for community recreation. The space available, Unit E, has 315 square feet, hook-ups for a sink to be installed (if needed). The rent of \$473 per month includes all utilities and trash.

FISCAL IMPACTS: The annual impact to the General Fund is approximately \$473 per month or \$5,676 annually and is available through cost savings from money not being spent on rent at the community center.

LEGAL ISSUES: A lease agreement.

CONFLICTS OR ISSUES: None known.

SUMMARY AND ALTERNATIVES: See above.