

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: Lease Agreement West Point Lodge #62 IOOF

Meeting Date: April 11, 2023

Staff Contact: Tracey Pugh

Contact: 541-682-7858, Tracey.Pugh@ci.coburg.or.us

REQUESTED COUNCIL ACTION:

Approval for the City to renew Real Estate Agreement with IOOF

Recommended Motion: I move to approve the renewal of Real Estate Lease Agreement with West Point Lodge #62 through for five years expiring May 31, 2028.

CITY COUNCIL GOAL

Economic Development

BACKGROUND

In 2021 the City entered into a two-year lease agreement with IOOF to be used as a community asset which may include a Museum or display of historic community artifacts, office space for Coburg Main Street and/or, meeting space for public meetings, rentable event space, rentable kitchens makers space, gathering space for community events or other uses which support the Economic Development and Vitality of the community providing a community asset. The building will fulfill the need for community space which could include many functions including:

- Additional meeting space for public meetings
 - Offices for Community Partners including Coburg Main Street and/or Community Foundation
 - Gathering space for Community Events
 - Museum and/or display of historic community artifacts
 - Rentable event space
 - Rentable kitchen Makers Space
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The Lease agreement will expire in May and needs to be renewed.

At the City Council retreat it was expressed that the Council would like to see a five-year agreement in light of the investments that the City and the Community are putting into the building. The IOOF (West Point Lodge #62) have agreed to a five-year lease.

LEASE AGREEMENT

The agreement will be extended for a five-year period. There are no other substantial changes in the agreement.

BUILDING USE

The building is currently being used for senior meals, community events, Main Street meetings, and is rentable through the city for private events. The following has been completed in order to make the building more useable:

- New dishwasher
- New refrigerator
- New stove
- High speed internet – which makes the space more usable for meetings and events

NEXT STEPS - WORK PLANNED FOR BUILDING

Coburg Main Street is working to get volunteers, Board Members, and community members to help with some remodeling of the kitchen and bathroom, and then hope to receive some grants to help with additional renovations. Some of these projects include:

- Bathroom remodeled and ADA compliant
- New kitchen counters, flooring, paint and line cupboards
- New Mill Street entryway that is ADA compliant
- New flooring in entryway by the bathroom (wood flooring is under carpet)
- Paint interior walls

BUDGET

The lease agreement is for \$12,000 annually. These funds are paid out of economic development funds which are raised through transient room tax and Lane County Economic Development tourism dollar sharing. The total received for these two revenues is approximately \$42,000 per year.

Fees for use have not reached their potential because of limitations in the kitchen which is being remedied through donations of time and funds. Fees collected to date have been approximately \$500.

RECOMMENDATION

Staff recommends that the Council approve the lease agreement.

CONCLUSION

The availability of public space is limited in Coburg. This will allow for public meetings, events, senior meals, etc. to be continued in the IOOF building. In addition, with the updates to the kitchen we come closer to offering the opportunity for a maker's space to support entrepreneurs in Coburg. Revenues can be generated from the rental of the space in order to offset the costs of the lease. The building has the potential to be restored to a valued public space as well as the future offices of Coburg Main Street. The parking lot is fulfilling a demand for more downtown parking.

ATTACHMENTS

- A. Real Estate Lease Agreement**
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Reviewed Through:

Anne Heath, City Administrator
Sammy Egbert, City Recorder