

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: Lease Agreement – IOOF (WestPoint #62)

Meeting Date: July 26, 2022

Staff Contact: Anne Heath

Contact: 541-682-7871, Anne.Heath@ci.coburg.or.us

REQUESTED COUNCIL ACTION:

Approval for the City to allow for an amendment to the IOOF (WestPoint #62) Land Lease Agreement

Recommended Motion: I move to approve the amendment to the May 2021 IOOF Lease agreement.

CITY COUNCIL GOAL

Responsible Fiscal Stewardship

BACKGROUND

On May 11, 2021, the City entered into a land lease agreement with the IOOF to lease the downstairs and parking lot of their building.

On July 18, 2022, the City received a request from the IOOF to amend the current lease agreement in order to give the IOOF back access to ½ of the parking lot on the west end along Willamette Street. It is their intention to allow for a food truck to park in this space. See attached request and map provided.

In exchange for the return of ½ of the parking lot, the IOOF are agreeing to take back the outside maintenance of the property currently being maintained by the Public Works Staff.

LEASE AGREEMENT

1. The City will amend the two-year agreement to continue to lease of the downstairs, kitchen, bathrooms and entry. However, there will only be a lease on one-half of the parking lot.
2. The City will continue to pay IOOF \$1000.00 per month which began on June 1, 2021.

BUDGET

The lease payments are in the current budget and there will be no change to this budget.

RECOMMENDATION

Staff recommends that the Council approve the amendment to the lease agreement.

CONCLUSION

The Council will need to decide if they wish to make allow for this amendment, or make another recommendation for change to the lease.

ATTACHMENTS

- IOOF Request to amend lease agreement
- May 11, 2021 IOOF lease agreement & Addendum A
- Draft Amendment

Reviewed Through:

Anne Davies, City Attorney
Sammy Egbert, City Recorder