



Agenda Memo

Crest Hill, IL

Meeting Date: April 17, 2023

Submitter: Jim Marino, City Administrator

Department: Administration

Agenda Item: Approve a resolution authorizing the execution of a lease agreement between the City of Crest Hill and the Lockport Township Park District.

Summary: The city does not have a lease agreement with the park district for the office space they occupy in the city hall. A lease is necessary to memorialize the terms for utilizing space in city owned property. Because we are nearing the move into the new city hall now is the time to execute a lease with the park district.

The terms of a lease were discussed at the work session held on November 28, 2022. The primary lease terms are as follows:

| | |
|---------------------|---|
| Rent: | \$1.00/year |
| Hours of Operation: | No less than 2 days per week |
| Utilities: | Park District supplies and pay for its own internet and phone service; City pays for electric, water, gas |
| Lease Term: | 20 years |

The lease was prepared by the attorney for the park district and reviewed by Mike Stiff. The Park District Board will vote on the lease at their April 24 meeting.

Recommended Council Action: Approve a resolution authorizing the execution of a lease agreement between the City of Crest Hill and the Lockport Township Park District.

Financial Impact: N/A

Funding Source:

Budgeted Amount:

Cost:

Attachments: Lease Agreement