



Agenda Memo

Crest Hill, IL

Meeting Date: April 10, 2023
Submitter: Jim Marino, City Administrator
Department: Administration
Agenda Item: Park District Office Lease

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 enter into such 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: Direct the City Attorney to finalize the lease for approval at the April 17 regular city council meeting.

Financial Impact: N/A

Funding Source:

Budgeted Amount:

Cost:

Attachments: Draft Lease Agreement