



BLAINE COUNTY HOUSING AUTHORITY

BOARD MEETING AGENDA MEMO

Meeting Date: Staff Member:

Agenda Item:

Recommended Motion:

Policy Analysis and Background (non-consent items only):

Blaine County Charitable Fund’s need for more space catalyzed a search for a shared location. Given the close partnership and similarities of clients and missions, staff and the board gave initial approval to relocate to Merriweather on June 14, 2023. BCHA has since moved out of the Marketron Building and into Merriweather 2J, above Hailey Java.

Attached is a draft sublease, subject to final revisions.

Attachments:

- | |
|---|
| 1. Resolution No. 2023-4 |
| 2. Sublease with Blaine County Charitable Fund |
| 3. Staff report on leasing options, June 14, 2023 |

RESOLUTION No. 2023-04

BEFORE THE BOARD OF COMMISSIONERS
OF THE BLAINE COUNTY HOUSING AUTHORITY
BLAINE COUNTY, IDAHO

A RESOLUTION OF THE BLAINE COUNTY HOUSING AUTHORITY BOARD OF COMMISSIONERS
AUTHORIZING THE SUBLEASE OF THE MERRIWEATHER BUILDING (UNIT 2J) FROM BLAINE COUNTY
CHARITABLE FUND

WHEREAS, the BCHA administrative staff have surveyed eight locations; and

WHEREAS, the purpose of the BCHA is to be accessible to the public, including creating and maintaining a welcoming space; and

WHEREAS, the BCHA shares clients and similar missions with the Blaine County Charitable Fund and the Board supports sharing a location; and

WHEREAS, the BCHA Board reviewed the options available on June 14, 2023 and believe that Merriweather 2J is the best location; and

WHEREAS, BCHA administrative staff that recording the sublease is a necessary and beneficial action warranting the approval and authorization of the BCHA Board; and

NOW, THEREFORE, be it resolved by the Board of Commissioners of the Blaine County Housing Authority, Blaine County, Idaho, as follows:

Section 1. The Blaine County Housing Authority Board of Commissioners approves and authorizes the request to record the Sublease as adopted by this Board on August 9, 2023, set forth in Exhibit A, attached and incorporated herein.

DATED this ____ day of _____, 2023

ATTEST:

BLAINE COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS

Executive Director

Vice Chair

SUBLEASE AGREEMENT

This Sublease Agreement (the "Sublease") is made effective as of July 18, 2023, by and between Blaine County Charitable Fund, Inc. ("Tenant"), and Blaine County Housing Authority dated ____8/1/2023____ (the "Prime Lease"), a copy of which is attached as an exhibit to this Sublease. The Tenant now desires to sublet the leased property to the Subtenant and the Subtenant desires to sublet the leased property from the Tenant. Therefore, the parties agree as follows:

PREMISES. Tenant, in consideration of the sublease payments provided in this Agreement, sublets to Subtenant Office Space located at 111 North First Avenue, Suite 2J, Hailey, Idaho 83333 (the "Premises").

TERM AND POSSESSION. The term of this Sublease will begin on ____7/22/2023____ and unless terminated sooner pursuant to the terms of this Sublease, it will terminate on ____7/31/2024____. Subtenant shall be entitled to possession on the first day of the term of this Sublease, and shall yield possession on the last day of the term of this Sublease, unless otherwise agreed by both parties in writing.

SUBLEASE PAYMENTS. Subtenant shall pay to Tenant sublease payments of \$842.35 per month, payable in advance on the first day of each month, for a total sublease payment of \$10,108.20. Sublease payments shall be made to Tenant at PO Box 265, Hailey, Idaho 83333, which may be changed from time to time by Tenant.

SECURITY DEPOSIT. At the time of the signing of this Sublease, Subtenant shall pay to Tenant, a security deposit of \$676.20 to be held and disbursed for Subtenant damages to the Premises or other defaults under this Sublease (if any) as provided by law. Upon the vacating of the premises for termination of the lease, Tenant shall have twenty-one (21) days to return the security deposit to Subtenant, minus any deductions for damages or other charges, together with an itemized list of any such deductions. The 21-day period can be shortened or extended by an agreement between the Subtenant and Landlord, but it may not be longer than 30 days. The security deposit will be held in an account at: DL Evans, 609 S Main, Hailey, Idaho.

NOTICE. Notices under this Sublease shall not be deemed valid unless given or served in writing and forwarded by mail, postage prepaid, addressed as follows to every interested party:

TENANT:

Blaine County Charitable Fund, Inc.
PO Box 265
Hailey, Idaho 83333

SUBTENANT:

Blaine County Housing Authority
PO Box 4045
Ketchum, Idaho 83340

Such addresses may be changed from time to time by any party by providing notice to the other interested parties as described above.

GOVERNING LAW. This Sublease shall be construed in accordance with the laws of the State of Idaho.

LANDLORD'S CONSENT. The Prime Lease requires the prior written consent of Landlord to any subletting of the Premises. Such consent has been obtained and a copy is attached as an exhibit.

INCORPORATION OF PRIME LEASE. This Sublease is subject to all of the terms of the Prime Lease with the same force and effect as if each provision of the Prime Lease were included in this Sublease, except as otherwise provided in this Sublease. All of the obligations of Tenant under the Prime Lease shall be binding upon Subtenant. All of the obligations of Landlord under the Prime Lease shall inure to the benefit of Subtenant. It is the intent of the parties that, except as otherwise provided in this Sublease, the relationship between Tenant and Subtenant shall be governed by the various provisions of the Prime Lease as if those provisions were included in this Sublease in full, except that the terms "Landlord," "Tenant" and "Lease" as used in the Prime Lease, shall instead refer to, respectively, "Tenant," "Subtenant" and "Sublease."

TENANT

By: _____

Date: _____

Blaine County Charitable Fund, Inc.

SUBTENANT

By: _____

Date: _____

Blaine County Housing Authority

BOARD MEETING AGENDA MEMO

Meeting Date: Staff Member:

Agenda Item:

Policy Analysis and Background (non-consent items only):

BCHA's and Blaine County Charitable Fund's lease at the Marketron/Sawtooth Business Center was completed at the end of May. Both entities have now switched to month to month. Blaine County Charitable Fund (BCCF) has outgrown it's current office space and seeks to move. They also seek to expand into a place that has more areas for private discussions.

The nature of BCCFs work is very similar to BCHA's, where they have in-depth conversations about peoples finances and personal circumstances. Our missions are also closely aligned – with BCCF providing emergency assistance and BCHA providing housing resources. They are a key partner and staff and BCCF work closely on a number of fronts, including the housing navigation system and shelter efforts.

Staff recommend moving to a new location with BCCF. This will allow this close partnership to continue and deepen, while also providing more of a team setting for the BCCF Hailey office. Staff and BCCF looked at eight options and found the Merriweather building (where Hailey Java is) to be the most accessible with natural light and the greatest layout for such shared space. Staff would share the office with BCCF. Rent would remain the same or be reduced from the current rate.

Staff request input from the BCHA board on this location change, recognizing that the lease and payment would be handled by the City of Ketchum.

Sustainability Impact:

Financial Impact:

None OR Adequate funds exist in account:	less than \$12,000 per year
--	-----------------------------

Attachments:

- | |
|------------------------------|
| 1. Location comparison chart |
| 2. |
| 3. |

Location Comparison Chart

Spaces	Pros	Cons	Dimensions/Costs
Sawtooth Business Center – Sublease area	Potential of master leasing nearby space Not paying for conference room/kitchenette Established location Welcoming building for new comers Good location	Limited to 500 (ish sq feet) Need to reconfigure after year 2 and might still not fulfill needs High per sq. ft cost.	475 sq. feet 4.25/sq foot \$2000 + \$600? For an additional 100 square feet Utilities included
Sawtooth Business Center – Current + more	Clients don't have to adjust BCHA can continue to meet their needs Smaller spaces revolving door can down/upscale as needed Good location	Higher costs awkward layout to add additional space	433 sq feet \$4.15/sq foot \$1872 + \$624 if added another smaller space Utilities included
Merriweather 2J	Prime location (above Hailey Java) and very approachable. Lots of light and welcoming inside. BCT office could be used for spill over larger meetings. ADA accessible	Need to work on rate with a long lease as landlord is known to keep raising rents. (Did say to 'make an offer' as it's been empty for quite some time)	850 sq feet \$3.11/sq foot \$2106 + build out costs that could be negotiable
Merriweather 2K	Prime location (above Hailey Java) and very approachable. BCT office could be used for spill over larger meetings ADA accessible	Need to work on rate with a long lease as landlord is known to keep raising rents. (Did say to 'make an offer' as it's been empty for quite some time)	825 sq feet \$2.24/sq foot \$1848 + build out costs that could potentially be negotiated.
Merriweather 2M	Prime location (above Hailey Java) and very approachable. BCT office could be used for spill over larger meetings ADA accessible	Need to work on rate with a long lease as landlord is known to keep raising rents. (Did say to 'make an offer' as it's been empty for quite some time)	1043 sq feet \$2.24/sq foot \$1752 + build out costs that could potentially be negotiated.
Aviation Drive	Great outside entry so very approachable. On bus line and across the street from St. Luke's Center for Community Health. Could probably access their meeting room when needed.	Has some one negotiation for it. Not certain owner will pitch in for build out Current tenant has lease through August, so might not be obtainable until fall after building out. Lease-up in process with different tenant.	1250 sq feet \$1.75/sq foot \$2188 + possible build out costs Utilities additional
River Street 2 nd Floor	Plan for what we need with room to grow Timing is 5-6 mo out Easily accessed by bus line/central location Professional building Rate per sq foot competitive	Entry has high end condominium feel so less approachable for intimidated population Have to create & pay for meeting space Investment in planning Unknown costs to amortized into rent & could increase costs. 6 month process likely.	1500 sq feet \$2.25/sq foot \$3375 + possible build out costs Electrical to run heat/cooling additional
River Street 3 rd Floor	Enough space to accommodate growth in future Better positioned in building for light, open space Less costs going in as partially built out Easily accessed by bus line/central location	Built as a residence, so not certain build out is possible and obtainable. Entry has high end condominium feel so less approachable for intimidated population	1500 sq feet \$2.25/sq foot \$3375 + possible build out costs + patio may costs some more Electrical to run heat/cooling additional

	Professional building Rate per sq foot competitive Outdoor patio	Have to create & pay for meeting space Investment in planning 3-6 mo process likely.	
--	--	---	--