



**AGENDA ACTION FORM**

**Consideration of a Resolution to Approve a Sublease Between the Kingsport Economic Development Board and the City of Kingsport for Space at the Fort Henry Mall**

To: Board of Mayor and Aldermen  
From: Chris McCartt, City Manager *CM*

Action Form No.: AF-245-2024  
Work Session: August 19, 2024  
First Reading: N/A  
Final Adoption: August 20, 2024  
Staff Work By: Committee  
Presentation By: Michael T. Borders

**Recommendation:**

Approve the Resolution.

**Executive Summary:**

If approved the City will enter into a sublease with the Kingsport Economic Development Board (KEDB) to lease suites 120, 122, and 123 at the Fort Henry Mall located at 2101 Fort Henry Drive.

The Kingsport Public Library (KPL) is anticipating bidding the library renovation project in Q4 of 2024 and anticipates operating from the Fort Henry Mall beginning in Q4 of 2024 or Q1 of 2025. KPL's timeline for operating from the mall is dependent upon contractor and moving company availability. KEDB approved a lease with Hull Properties for suites 120, 122, and 123, approximately 15,521 sqft, during their regularly scheduled meeting on August 6<sup>th</sup>. KEDB is subleasing this property to the City of Kingsport to be occupied by KPL.

The sublease terms are for a period of twenty-four months. There is not a lease payment during this period, but KPL is responsible to pay for utilities, maintenance, and general maintenance of the occupied space.

The sublease includes up to \$200,000 for KEDB to make necessary improvements to make the space suitable for KPL purposes.

Funding is identified in GP2300.

**Attachments:**

- 1. Resolution
- 2. Layout

	<u>Y</u>	<u>N</u>	<u>O</u>
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Montgomery	—	—	—
Olterman	—	—	—
Phillips	—	—	—
Shull	—	—	—