



Legislation Text

File #: 18-486, **Version:** 1

City Council Meeting Date: October 2, 2018

To: Mayor and City Council

From: Ben Martig, City Administrator

Consideration of Temporary Space Lease for the Library Bookmobile.

Action Requested:

The Northfield City Council approves temporary space lease for the Library Bookmobile.

Summary Report:

The bookmobile has been stored in the former ambulance building owned by the City at 201 Linden Street (corner of Linden Street and 2nd St. West). This building is currently leased by NAFRS for storage. They plan to exit this building once the expansion project is completed. NAFRS has made room for the bookmobile to go into this location. However, due to construction they will be needing to move materials from the fire station to the bay which the bookmobile is currently stored in.

It is preferred that this new vehicle not be stored outdoors both to make it more accessible as well as for security and protections from the elements. Staff has explored options in both city owned facilities and private facilities in the area. There were no options found that would work well with the alternative of this location at 120 3rd Street West. Mr. Finger has agreed to a short agreement that would be for a total cost of \$1000 per month. Staff had reviewed other lease rates in the community and determined based on its location and other details this was a reasonable fee. We would only be using one of the bays but would have the ability for other storage needs as determined appropriate.

After the lease ends we'd either find another City location, if necessary, for its more permanent home to be 201 Linden Street as mentioned earlier.

Alternative Options:

Staff is not recommending another alternative. However, if the City Council didn't authorize this lease we would store the bookmobile outdoors at the street shop until December at which time we would then move indoors behind other equipment in the street shop until spring when we would store again outdoors until we had the other facility become available.

Financial Impacts:

Staff is intending to expense this to the "101-4550-2220 Building Maintenance/Repair" of the library fund for 2018. This would be at a cost of \$1000 per month. The month of September would be prorated. There is an option to extend the lease into 2019 if determined necessary by staff. Although this is not a planned expense, we are expecting this would be manageable within the overall general fund without a budget amendment based on a review of expenses.

Tentative Timelines:

We would execute the agreement immediately.