



Legislation Text

File #: 21-682, **Version:** 1

City Council Meeting Date: December 7, 2021

To: Mayor and City Council
City Administrator

From: Jayson Dwelle
Facilities Manager

Consider Maintenance Agreement for the Northfield Community Resource Center (NCRC) with Faribault Property Management LLC.

Action Requested:

The Northfield City Council approves a Maintenance Agreement for the Northfield Community Resource Center (NCRC) with Faribault Property Management LLC.

Summary Report:

The City owns the NCRC building and has an agreement with the NCRC Corporation to operate the building. NCRC Corporation has been functioning more like building tenants and has contracted Management and Maintenance Agreements with Faribault Property Management LLC (formerly Bluewater Properties, Inc.) for the NCRC property located at 1651 Jefferson Parkway. The NCRC Corporation is planning to dissolve in 2022 and would return to their status as tenants.

Therefore, staff is recommending the City take over the Management of the NCRC property. The City staff will manage the leases, invoice and receipt for rent, plan capital improvements, budget and coordinate all accounts payable and accounts receivable. Staff is recommending entering a Maintenance Agreement with Faribault Property Management for the maintenance and repair of the facility. The terms and scope of services would remain similar to the current agreement between the NCRC Corp and Faribault Property Management.

Alternative Options:

N/A - NCRC Corp., NCRC Tenants, and the City staff support approving this agreement.

Financial Impacts: \$3,900/Month for Maintenance Services. This is funded through the NRRCR operating budget and revenue collected from tenant rents.

Tentative Timelines: 1 year agreement.