

# Agenda Item Report



**Winnebago County**  
*The Wave of the Future*

DATE: September 21, 2023

FROM: Mike Elder, Director of Facilities

RE: Approval of the Lease for the USDA Space at James P Coughlin Center

## **General Description:**

The lease for the USDA space at the James P Coughlin Center has expired. The USDA has renegotiated the lease. The USDA is requesting a new lease for 10 years.

## **Action Requested:**

Approve the lease.

## **Procedural Steps:**

Committee of Jurisdiction: Facilities & Property Mgmt Meeting date: September 27, 2023

Action taken: APPROVED

Vote: 4-0

County Board

Meeting date: October 17, 2023

## **Background:**

The USDA has been a tenant of the James P Coughlin Center since it was built in 1998. The USDA locating in the building was to provide a one stop location to work with the Land and Water Department, USDA and FSA. This lease has been in negotiations for approximately 2 years. A bid has been received that will accomplish the necessary remodeling requested by the USDA within budgeted funds. The USDA will reimburse the County for the remodeling costs in the first year of the lease. This lease extends the agreement for 10 years of which the first three years are guaranteed. For the last 25 years the rental rate was set at \$32,250.00 per year. This lease increases the rental rate to \$70,783.20 per year.

## **Policy Discussion:**

Leases with rental periods greater than 1 year require the approval of the County Board. It is requested that this lease be approved.

## **Attachments:**

Lease Payment Terms

Draft resolution

Lease Payment Terms

	YEAR 1	YEARS 2-10
	ANNUAL RENT	ANNUAL RENT
SHELL RENT	\$41,267.60	\$41,267.60
OPERATING COSTS	\$ 29,515.60	\$29,515.60
TENANT IMPROVEMENTS RENT	\$ 125,976.85	N/A
TOTAL ANNUAL RENT	\$196,760.05	\$70,783.20