

**MEMORANDUM**  
**Comfort Lake-Forest Lake Watershed District**

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**To:** Board of Managers  
**From:** Mike Kinney  
**Subject:** Office Lease Renewal

**Date:** February 15, 2022

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The purpose of this agenda item is for the Board to consider directing the Administrator and President Schmaltz to proceed with the necessary steps to the renew the current lease of the District’s office space at 44 Lake St. South, Suite A, Forest Lake, MN 55025.

**Background**

The District currently rents 2,664 sq/ft of office space at 44 Lake St. South, Suite A, Forest Lake, MN, 55025. The current lease agreement goes through December 31, 2022, with the option to extend the lease for another two years. The details of the lease are summarized below.

*This Lease is for a term of three (3) years and one (1) month, beginning on December 1, 2019, at 12:00 a.m. and ending on December 31, 2022, at 12:00 p.m. Lessee may renew the Lease for an additional two (2) year term, by providing written notice to Lessor on or before July 1, 2022.*

*December of 2019 and all of 2020 – One Thousand Seven Hundred Seventy-six and NO/100 Dollars (\$1,776.00); 2021 - One Thousand Eight Hundred Twelve & NO/100 Dollars (\$1,812.00); and 2022 - One Thousand Eight Hundred Forty-eight and NO/100 Dollars (\$1,848.00).” If renewed, the rent for 2023 shall be One Thousand Eight Hundred Eighty-five & NO/100 Dollars (\$1,885.00) per month; and for 2024 shall be One Thousand Nine Hundred Twenty-three & NO/100 Dollars (\$1,923.00) per month.*

**Current Lease Rental Rates**

2020: \$1,776/mo. + \$1,005.94 CAM/Taxes/Insurance  
2021: \$1,812/mo. + \$1,075.75 CAM/Taxes/Insurance  
2022: \$1,848/mo. + \$TBD CAM/Taxes/Insurance

**Extended Lease Rental Rates**

2023: \$1,885/mo. + \$TBD CAM/Taxes/Insurance  
2024: \$1,923/mo. + \$TBD CAM/Taxes/Insurance

**Recommended Action**

Proposed Motion: Manager \_\_\_\_\_ moves to direct Administrator Kinney and President Schmaltz to proceed with the necessary steps to renew the current lease for the District Office space as outlined in the lease agreement. Seconded by Manager \_\_\_\_\_.