



TO: Mayor Shaun Sipma

Members of the City Council

FROM: David Lakefield, Finance Director

DATE: October 7, 2019

SUBJECT: Lease Agreement for Central Parking Ramp

I. RECOMMENDED ACTION

1. **Approve the lease agreement with the Downtown Business and Professional Association for the lease of storage space in the Central Parking Ramp.**

II. DEPARTMENT CONTACT PERSONS

David Lakefield, Finance Director	701-857-4784
Sue Greenheck, Comptroller	701-857-4773

III. DESCRIPTION

A. Background

The DBPA has utilized space to store promotional material in storage at the parking ramps. This lease specifies the terms of the agreement as well as payment for the lease.

B. Proposed Project

Lease of 432 sq. ft. in the Central Ramp for a total payment of \$1,512/year.

C. Consultant Selection

N/A

IV. IMPACT:

A. Strategic Impact:

This agreement will allow the DBPA to use the space in the ramp and will set the rate for the use of the space.

B. Service/Delivery Impact:

N/A

C. Fiscal Impact:

This revenue will be recorded in the Parking Ramp Fund and will offset other operational costs.

V. ALTERNATIVES

A. N/A

VI. TIME CONSTRAINTS

VII. LIST OF ATTACHMENTS

A. Lease Agreement