

To: President and Members of the Munster Town Council

From: Wendy Mis, Clerk-Treasurer

Copy to: Patricia L. Abbott, Controller, Interim Town Manager

Date: January 20, 2025

Re: Lease Agreement with Munster Chamber of Commerce

Since January of 2016 the Munster Chamber of Commerce has been renting office space in Town Hall. The Chamber replaced the carpeting in the former Fire Department/Public Works Department office, stores seasonal materials in part of the storage room in the rear of Town Hall, arranged for their own telephone, janitorial and copying services, and has been a good tenant.

Under terms of the original a three-year Lease Rental Agreement, the Chamber paid the Town \$500.00/month during 2016, \$550.00/month during 2017, and \$575.00/month during 2018, and the lease renewed in 2019 with rental rates of \$600.00/month during 2019, \$625.00/month during 2020, and \$650.00/month during 2021. The lease was renewed in 2022, and rent was held at \$650/month for the three year lease.

The Chamber is satisfied with this arrangement and is agreeable to a new three-year Lease Rental Agreement that provides rent of \$675.00/month in 2025, \$700.00/month in 2026 and \$725.00/month in 2027. A copy of the new contract is attached.

RECOMMENDED ACTION:

As an item of New Business, and by motion and voice vote, authorize the Town Manager to execute a lease agreement with the Munster Chamber of Commerce for a three-year period ending December 31, 2027, as presented.