

VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL MEETING
MARCH 18, 2008 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
Execution of a Lease for a Tenant Space at the Main Street Train Station	Resolution Ordinance Motion ✓ Discussion Only	David Fieldman Deputy Village Manager

SYNOPSIS

The Village Manager intends to execute a lease of a tenant space in the Main Street Train Station with The Upper Crust Bakery, Inc. of Lisle, Illinois.

STRATEGIC PLAN ALIGNMENT

The Five Year Plan and Goals 2007-2012 identified *Top Quality Village Infrastructure and Facilities*.

FISCAL IMPACT

\$10,200 in annual rental payments to the Village (\$850 per month).

RECOMMENDATION

Information only.

BACKGROUND

The Village owns and operates the Main Street Train Station located at 5001 Main Street. There is an existing tenant space approximately 110 square feet in area located within the station. Since April 1, 2003 the tenant space has been leased to Joyful's Café. The lease to Joyful's Café expires on March 31, 2008. There are no options for extensions.

Pursuant to the Village's Purchasing Policy, staff prepared and published a Request for Proposals (RFP) for use of the tenant space. The RFP was published on December 13, 2007 and stated that the Village is seeking a coffee shop or bakery or similar use. In addition to publishing the RFP, staff solicited proposals from Joyful's Café, Starbucks, Caribou, Seattle's Best Coffee and other businesses in the downtown and businesses located in neighboring communities. Joyful's Café did not submit a proposal.

Staff received one proposal from the Upper Crust Bakery, Inc. located in Lisle, Illinois. Staff reviewed the proposal thoroughly and completed a reference check on the respondent. Staff is in the process of negotiating a lease with the Upper Crust Bakery. Staff has indicated to Joyful's Café that they must vacate the premises on or before March 31, 2008.

Pursuant to Section 2.36 of the Municipal Code, the Village Manager is authorized to execute rental agreements for real estate owned by the Village. The Village Manager intends to execute a lease with the Upper Crust Bakery. The lease will commence on May 1, 2008 and will terminate on April 30, 2009 and will include two automatic one year renewals.

The Upper Crust Bakery will obtain possession of the tenant space on April 1, 2008 and will begin construction of tenant improvements and install operating equipment at that time. Staff expects that they will be open for business by the second week of April. The Upper Crust Bakery will sell a variety of coffee drinks, soft drinks, pastries, bakery goods and other similar items.