



MEMORANDUM

Comfort Lake-Forest Lake Watershed District

Date: August 31, 2023
To: CLFLWD Board of Managers
From: Mike Kinney, District Administrator
Subject: Office Space Options



District Wide

Background/Discussion

The purpose of this agenda item is to provide supplementary information regarding the potential additional upper-level office space rental at 44 Lake Street South. The District's current office is "Suite A" and the additional second floor space is "Suite C". Below is a "pros and cons" list for renting Suite C:

Pros

1. Suite C would provide additional administrative storage, allowing the District to close out the smaller of its two mini-storage units saving \$70 per month (\$840/yr). The District's needs would require that we continue to rent out the second larger storage unit since it's not physically possible to store the canoe, kayak, and certain other equipment in either the current or potential upstairs spaces.
2. Suite C would provide 4 additional enclosed office spaces (Averaging 110 Sq. Ft. each office).
3. Suite C would provide an additional restroom; including one sink and one toilet.
4. Suite C would provide a private internal meeting space (Approximately 144 Sq. Ft.).

Cons

1. Adding Suite C to the lease would cost an additional estimated \$20,000 per year.
2. Suite C is not ADA accessible and therefore could not be used for any public meetings, including board meetings.
3. Equipment could not be stored in Suite C because there is no elevator or designated equipment storage space.
4. Suite C is not currently connected to Suite A, requiring staff to manage and maintain two separate spaces.
5. Additional funds would be required to securely connect the technology in Suite A to the office spaces in Suite C (phone, internet, printer, etc.).

As the board has discussed on several occasions, the District's current office space (Suite A) no longer meets our needs. While the addition of Suite C would come with some benefits, the most pressing needs would not be addressed; particularly the needs for 1) an appropriately



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sized ADA compliant meeting space, 2) accessible climate-controlled equipment storage, and 3) sufficient parking.