

Item 5

January 4, 2018

To: Township Board

From: Steve Aynes, Township Manager

RE: Prospect to Lease Vacant 2nd Floor Space at Township Hall/Safety Building

Date: January 4, 2018

As I write this, Mr. Burns, Township Attorney is still discussing possible terms and conditions for lease with the prospect. Mr. Burns and I previously met with a representative of the organization on several occasions as well as by phone.

We hope to reach a positive conclusion this week.

I will notify the Board when a tentative agreement is reached.

Please understand that this has been an involved process. Work on this over the holidays with people taking off work extra days has not helped. We look forward to a mutually beneficial conclusion.

The Board of the other organization meets in the morning on Tuesday (Jan. 9) prior to the Board Meeting. I will update the Board Tuesday evening regarding the results of their meeting.