

September 20, 2012

13-033

DELEGATE AUTHORITY TO DISTRICT PRESIDENT
TO NEGOTIATE LEASE FOR WILLOW CREEK RETAIL
FACILITY

PREPARED BY: Kathy Kiaunis, Finance Manager, Bond

FINANCIAL
RESPONSIBILITY: Linda Degman, Director, Bond Program

APPROVED BY: Wing-Kit Chung, Vice President, Administrative Services
Randy McEwen, District Vice President
Dr. Preston Pulliams, District President

REPORT: The Willow Creek Center was completed in Fall 2009 as part of the 2008 Bond Program. A portion of building was allocated for a small retail food space, to serve the needs of the staff, transit customers, and students, due to the lack of amenities adjacent to the building. Construction plans for the space were developed, and the project was bid using the Oregon University System list of contractors. A recommendation to award a contract to the low bidder is being brought forward in a separate resolution. The College procurement division has identified a prospective tenant for the retail space. College purchasing policies require that any lease that may exceed \$150,000 receive board approval.

At this time, the College would like to engage in negotiations for a lease for the Willow Creek retail facility with the prospective tenant, to determine lease rates, hours of operation, and other considerations, with the assistance of College Counsel and a real estate consultant, and is requesting that the Board delegate authority to the District President or his designee to negotiate the lease agreement, subject to approval of the Board Chair and College Counsel.

RECOMMENDATION: That the Board delegate authority to the District President or his designee to negotiate the lease agreement for the Willow Creek retail facility, subject to the prior concurrence of College Counsel and the Board Chair.