



MEMO FROM REGIONAL DIRECTOR

Process Change for Rental of 4-H Building

To: Le Sueur County Board of Commissioners and Joe Martin, Le Sueur County Administrator

Date: November 23, 2021

Re: Request to update process for public rental of the 4-H Building

SITUATION

Historically the Le Sueur County Extension Department has managed the rental of the 4-H Building on the Le Sueur County Fairgrounds. The building is owned by Le Sueur County. This is a request to change the rental contract from Le Sueur County 4-H Federation to Le Sueur County and to have rental fees paid to Le Sueur County. The County may choose to donate these collected funds to the Le Sueur County 4-H Federation.

BACKGROUND

The Le Sueur County 4-H Building is a valuable community asset for county department as well as public use. The Extension Department is responsible for rental contracts and collecting payment for rental use of the 4-H Building for private events and for storage. During an audit of the Le Sueur County 4-H Federation finances, it was recommended that the contract for building usage/rental should be between the renter and Le Sueur County. It was also recommended that payment for rental or storage should be made payable to Le Sueur County, not the Le Sueur County 4-H Federation.

ASSESSMENT

Conversations with 4-H Operations staff, County Extension staff, County Administration, Attorney and Finance Director have all been supportive of the change in process.

RECOMMENDATIONS

The following would need to occur to change the process:

1. Request change the current Building Rental & Storage contracts to remove Le Sueur County 4-H Federation from the contract. (Updated contracts are Exhibits A-C)
2. Request Le Sueur County 4-H Federation enters into an agreement with Le Sueur County for coverage of third-party use of 4-H owned equipment such as tables, chairs, kitchen equipment (Exhibit D)

3. Request Le Sueur County Board review the current rental rates and update as desired.
Rental funds be made payable to Le Sueur County
 - a. Storage Fee - \$10 per running foot
 - b. Rental Fee for 4-H member - \$100 for 6 hours; \$15 per extra hour. Deposit \$200
 - c. Rental Fee for non 4-H member - \$150 for 6 hours; \$15 per extra hour. Deposit \$300
4. Request program fund be set up for deposit of these funds within the Extension Department Budget. The Extension Department will request distribution of funds on an annual basis to be donated to the Le Sueur County 4-H Federation.
5. Request Board update & approval of current Rules for Use of building (Exhibit E)
6. Request changes take effect January 1, 2022

RESPECTFULLY SUBMITTED BY

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