

Town of Windsor

Memorandum

July 14, 2015

TO: The Honorable Mayor and Town Council
FROM: Michael Stallings, Town Manager *MS*
SUBJECT: Post Office Lease

As directed, I have obtained a completed lease for the Post Office here in Windsor. I need Council to take a formal vote authorizing me to sign the lease to satisfy the needs of the Post Office.

The lease is a 5 year lease with a 5 year renewal option. Rent for the first five years will be \$24,198, and will be \$25,056 for the renewal years. The terms of the lease are the same as the previous lease. A full copy of the lease is available for review at Town Hall.

As such, I recommend that Council authorize the Town Manager to execute a lease for the Post Office facility here in Windsor.

Recommended Motion

Move that Town Council authorize and direct the Town Manager to execute a lease with terms as described with the US Postal Service for the Post Office here in Windsor, VA.