



Anoka County

LICENSE & PASSPORT SERVICES DEPARTMENT

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June 27, 2024

Brian Hagen
City Administrator
City of Ramsey
7550 Sunwood Dr. NW. Ramsey, MN 55303

SUBJECT: County Lease for License Center - Option to Extend Lease

Mr. Hagen: The County of Anoka leases part of the Ramsey Municipal Center for its license bureau (Anoka County Contract No. C0000521). The current five-year option term of the current lease agreement is set to expire June 30, 2025.

This letter is being sent for the purpose of notifying the City of Ramsey (LANDLORD) that the County of Anoka (TENANT) desires to extend the lease beyond June 30, 2025, and exercise Option Term 3 of the original lease (a new five (5) year lease extension), if the following changes to the original lease agreement dated 23rd day of February 2010 can be agreed upon.

Per our previous discussions, it appears the LANDLORD and the TENANT can agree upon the following changes.

1. Converting the current lease term from a July 1 – June 30 time period, to a January 1 – December 31 time period, beginning January 1, 2025
 - a. Lease rate and CAM Charges currently in effect from July 1, 2024 through June 30, 2025 would extend until December 31, 2025.
2. Beginning January 1, 2026, lease term will be set at a three-year term with four additional three-year option terms. Subject to mutual agreement of LANDLORD and TENANT
3. Beginning January 1, 2026, annual increases in base rent would change from the current 2% increase, to a fixed \$0.25 per square ft of leased space (2200 Sq Ft).
4. Beginning January 1, 2026, CAM Rent Charges will be based on the 2200 sq ft of leased space.
5. All other terms of the initial lease agreement will remain intact for the duration of this amended lease.

If there is indeed agreement on the above terms, we will need to coordinate an amendment to the current lease agreement. Once approved as to form by the respective legal counsels, the amendment can be forwarded to the respective board and council for final approval and appropriate signatures obtained.

John Lenarz,
Director, Anoka County License & Passport Services