



Finance Office

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August 27, 2024

Board of County Commissioners
Cass County Government
211 9th Street South
Fargo ND 58103

Re: Election Warehouse – January 1, 2025, to December 31, 2025

Dear Commissioners:

Cass County rents out space at a nearby warehouse to store all related election equipment. The term of the lease is extended annually for a term of one (1) year.

The term will run from January 1, 2025, through December 31, 2025, at a rate of \$9.25 per square foot. The warehouse has 3,603 square feet of warehouse/garage space and 600 square feet of loft space. The total annual rent is \$38,877.75; however, by paying annually, the county receives a discount of \$5,550 (600 sf) which brings the total rent down to \$33,327.75.

SUGGESTED MOTION:

Move to authorize the Cass County Finance Director to sign the Commercial Lease - 2024 Addendum to extend the election warehouse lease for a period of one (1) year commencing on January 1, 2025, through December 31, 2025, at a total rent of \$33,327.75.

Enc: Commercial Lease – 2024 Addendum



CONTRACT APPROVAL

REQUIRED BY DEPARTMENT:

DEPARTMENT: Finance Office DATE OF REQUEST: 08-28-2024

COMPANY REQUESTING CONTRACT: Kosciolek Rental LLC

BRIEF PROJECT DESCRIPTION: Commercial Lease for Election Warehouse

 NEW CONTRACT OR x CONTRACT RENEWAL

REQUIRED BY STATE'S ATTORNEY OFFICE:

STATE'S ATTORNEY SIGNATURE: _____ DATE _____

STATE'S ATTORNEY COMMENTS:

COMMERCIAL LEASE

~ 2024 Addendum ~

THIS AGREEMENT, made and entered into this 1st day of January, 2024 by and between **Kosciolek Rental LLC**, hereinafter called "**Landlord**," and **Cass County Government - Auditor**, hereinafter called "**Tenant**."

WITNESSETH:

The Landlord hereby leases to the Tenant and the Tenant agrees to rent and lease from the Landlord the following described real property located in the County of Cass and the State of North Dakota, described as follows, to wit:

The northwest 3,603 square feet of warehouse/garage space plus 600 s.f. loft space described as a Suite F, located in a building on Lot One (1), Block Two (2), of Burlington Northern Industrial Park to the city of Fargo, situated in the County of Cass, and the State of North Dakota otherwise known as 3321 4th Avenue South, Suite F, Fargo, North Dakota 58103.

- 1. Terms of Lease: This lease shall extend for a period of **One (1) year** beginning with the commencement date, which is defined hereafter, and continues thereafter unless the same shall be extended or continued according to the terms and conditions hereinafter set forth or upon the agreement of the parties.

This lease Addendum shall be subject to all original July 1, 2012 Lease terms and conditions.

- a. Option to extend: Tenant shall have the right and option to extend the term of this Lease for one (1) additional period of three (3) years. Such extended term shall begin immediately following the time at which the then current term of this Lease would have expired absent the exercise of such option. Tenant shall notify Landlord in writing on or before ninety (90) days prior to the expiration of the then current term of this Lease of Tenant's election to renew the term hereof and following such written notice. The extension of this Lease shall be automatically effected without execution of additional documents, and all of the terms, covenants and provisions of this Lease shall apply to any such extended term.

- 2. Rentals: The Tenant agrees to pay the Landlord by direct deposit to American Federal Bank, Fargo, North Dakota, as rental for the above demised premises which includes base rent plus CAM expense of \$4.00 s.f.:

January 1, 2025 through December 31, 2025
3,603 square feet of warehouse/garage space at \$9.25 s.f. = \$33,327.75
600 s.f. of loft space at \$9.25 s.f. = \$5,550.00

Tenant's Option to pay annually for a deduction of the loft space rent of \$5,550.00

Cass County Auditor
Authorized Representative

Date

Landlord:

Marlysh Kosciolek _____
Marly's M. Kosciolek for
Kosciolek Rental LLC
Date *08/21/24*

Witness:

Cindy Rusk _____

8-21-24
Date