



**Public Works Department**

Donald J. Theisen, P.E.  
Director

Wayne H. Sandberg, P.E.  
Deputy Director/County Engineer

February 27, 2015

Mr. Dean Zuleger  
City Administrator  
City of Lake Elmo  
3800 Laverne Avenue North  
Lake Elmo, MN 55042

RE: City Hall Annex

Dear Mr. Zuleger:

As we have discussed, the City of Lake Elmo currently has on its property a structure known as the City Hall Annex. This structure is not currently utilized by the City and we understand the City desires to remove it from the property.

Washington County Public Works is currently developing plans to refurbish and expand its Public Works Operations and Offices, currently located at 11660 Myeron Road North in Stillwater Township. This work will take approximately two years to complete and during that time, the County needs to provide an alternative office and meeting space for its truck drivers and mechanics. The City Hall Annex structure would provide an adequate space for this purpose.

The County makes this formal offer to the City for the structure known as the City Hall Annex:

- The City of Lake Elmo provides the structure known as the City Hall Annex to the County in as-is condition – at no cost to the County.
- The County arranges to have the structure known as the City Hall Annex moved off City property, and onto County property located at 11660 Myeron Road North in Stillwater Township.
- The County arranges for removal and/or disconnection of all services and utilities to the structure, including power, sewer, water, communication, etc.
- The County agrees to cover all costs associated with the removal and/or disconnection of all services and utilities and to move the structure.
- The County agrees to grade, provide and grade topsoil, and seed the structure pad site to City approved grades.

This offer is conditioned upon a review by a qualified building mover, to determine if the building is in fact structurally sound enough to move. The County would pay for that analysis and is currently arranging for that to occur.

Based on an email sent by Assistant City Administrator Adam Bell, the County will prepare an agreement per the terms above for consideration and approval by the City and County. If you have any questions, do not hesitate to contact me at any time.

Sincerely,

A handwritten signature in black ink, appearing to read "W. Sandberg".

Wayne Sandberg, P.E.  
County Engineer