

# Sale of County – Real Property

## **POLICY:**

This policy shall govern the sale and disposal of all real property belonging to Alpena County except as otherwise specifically provided by law. The Board of Commissioners intends to allow for the sale of real property belonging to the County pursuant to this Policy.

## **PROCEDURE:**

- At the direction of the Board of Commissioners, the County Administrator or his/her designee shall oversee the sale of County real property to insure that such sales comply with this Policy.
- The County Administrator shall compile and maintain an inventory of all County real property.
- For purposes of this Policy, the term, “real property” shall mean land and all buildings and appurtenant improvements erected upon such land.

## **POLICY GUIDELINES FOR THE SALE OF COUNTY REAL PROPERTY:**

1. Pre-Sale Action. The County Board of Commissioners or their designee, after consulting with the County Administrator, may begin the initial action necessary to sell County owned real property, including the following:
  - a. If a current appraisal is not available, the commission may order an appraisal of the real property to determine its fair market value.
  - b. The Administrator or designee shall keep the entire Board of Commissioners informed of any pre-sale actions by providing the Commissioners with a memorandum or e-mail fully describing such actions.
  - c. Listing Real Estate/Request for Sealed Bids. Upon receiving a written appraisal, the Administrator or designee may exercise discretion to either list the real property with a licensed broker or request sealed bids for the sale of the real property. The Administrator or designee shall inform the listing agent or the individual responsible for seeking sealed bids, that the ultimate sale of the real property is contingent upon approval by the Board of Commissioners at its Finance Committee and Full Board sessions.
  - d. Offers to Purchase. Any offer to purchase real property shall be negotiated by the Administrator or Designee with the assistance of legal counsel and the Maintenance Superintendent. All offers to purchase County real property must contain a contingency that final approval of the sale of such real property must be made by the Board of Commissioners at its Finance Committee and Full Board meetings.
  - e. Review and Approval by the Board of Commissioners. Upon receiving an offer to purchase County real property, the Administrator or designee shall promptly place the proposed sale of the real property on the Board of Commissioners’ Finance/Ways & Means Committee agenda. It shall include the appraisal as well as any other documents concerning the proposed sale, as supporting material to the Resolution seeking the sale of the real property before the Finance Committee meeting. After the Board of Commissioners approves the proposed sale at its Finance Committee meeting, the Resolution shall be

forwarded to a regularly scheduled Board of Commissioners meeting for final approval.

- f. Once the Board of Commissioners approves the sale of the real property, the Administrator with legal counsel shall proceed with the closing and transfer of the property to the purchaser.
- g. Legal counsel shall transmit the sale proceeds to the County Treasurer to be placed in the Building and Grounds Fund Account or as specifically directed by the Board of Commissioners.