



# MEMORANDUM

## REGULAR CITY COUNCIL MEETING

February 3, 2025, at 6:00 PM

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**TO: City Council**

**FROM: Lisa Nocerini, City Manager**

**SUBJECT: Ordinance to sell 47 W Center Street – Ordinance 02-2025 – Public Hearing & Second Reading**

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The Douglas City Council has directed the City Manager to sell public property owned by the City of Douglas located at 47 W Center Street. Per the requirements of Ordinance 09-2024, an ordinance to *Establish Procedures for Transfer of Surplus Real Property for the City of the Village of Douglas*, the sale of surplus real property shall be done by passing an ordinance.

A review of Chapter 13 of the City Charter, also specifies that, “The City may not sell any cemetery, park or any part thereof unless approved by a majority vote of the electors voting thereon at any general or special election.” The property located at 47 W Center Street is neither a park or cemetery.

The current assessed value of the property is approximately \$310,000.

The property is deemed to be surplus due to the City seeking to use those funds.

If the City Council agrees to sell the property, the City Manager will instruct the City’s realtor to list the property for sale.

**Sample Motion – I motion to adopt Ordinance 02-2025 declaring 47 W Center Street as surplus property.**

**CITY OF THE VILLAGE OF DOUGLAS,  
ALLEGAN COUNTY, MICHIGAN  
ORDINANCE NO. 02-2025**

**AN ORDINANCE TO DEEM 47 W CENTER STREET, AS SURPLUS REAL PROPERTY,  
FOR THE CITY OF THE VILLAGE OF DOUGLAS**

**THE CITY OF THE VILLAGE OF DOUGLAS DOES HEREBY ORDAIN:**

**SECTION 1: PURPOSE**

The purpose of this ordinance is to provide authorization for the disposal of City owned surplus real property, 47 W Center Street, PNN: 03-59-150-002-00, Zoned C-1, Village Commercial District. This ordinance is intended to authorize the sale of real property that is transparent to the community, fair, equitable, and consistent with the best interests of the City.

**SECTION 2: METHODS OF SALE**

The following are the four (4) allowable methods of transfer of Surplus Real Property:

- A. Sale or lease through sealed bids/offer
- B. Sale through Real Estate Broker
- C. Sale through Auction
- D. Unsolicited Offers

**SECTION 3: AUTHORIZATION TO SELL**

The City is hereby authorized to sell the real property identified as 47 W Center Street, in accordance with the terms and conditions set forth in Ordinance 09-2024, an Ordinance to Establish Procedures for Transfer of Surplus Real Property.

**SECTION 4: TERMS OF SALE**

The terms of sale, including the accepted bid and any other conditions of sale, shall be approved by the City Council.

**SECTION 5: AUTHORIZATION TO EXECUTE DOCUMENTS**

The City Manager is hereby authorized to execute any and all documents necessary to complete the sale of the real property, including purchase agreements, deeds, and escrow instructions, subject to final approval of the sale by the City Council subject to section 4 above.

Ordinance Offered by: \_\_\_\_\_

Ordinance Supported by: \_\_\_\_\_

Ayes:

Nays:

Abstain:

Absent:

Ordinance adopted on this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Cathy North, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Laura Kasper, City Clerk

\_\_\_\_\_  
Date

Ordinance Effective Date: 20 days after publication