

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Sale of City Owned Property
DATE: April 21, 2025

OVERVIEW:

The city is moving forward selling the old city hall building on Cree Street. This process requires that the city take several steps before a closing date. Those steps include:

- Planning Commission to comment on property as it relates to the Comprehensive Plan. This occurred April 16th.
- City Council to declare the property surplus
- City Council is to process a sale through an ordinance requiring two readings and the 30-day comment period.
- Closing can occur after those steps have been satisfied, on June 5th or later.

The sale process included listing the property for sale in the open market and calling a “highest and best” offer deadline. This allowed all offers to be presented at once and for potential buyers to provide their best offer.

Offers were reviewed with the listing agent on Monday, April 14th – the city received two offers. At this time, Staff is moving the highest offer forward to Council.

TIMELINE:

1st Reading: April 21, 2025

2nd Reading: May 5, 2025

30-day public Comment and closing after June 5, 2025

ACTION TO BE CONSIDERED:

Council to review and act on the following:

- Resolution 2025- 19 Declaring Surplus Property and Authorizing the Disposal of Said Property

- Ordinance 346 Second Series – Authorizing the sale of city surplus property to R&R Capital Investments, LLC

Attachments:

- Resolution 2025- 19 Declaring Surplus Property and Authorizing the Disposal of Said Property
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