

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Sale of City Owned Property
DATE: June 2, 2025

OVERVIEW:

The city is selling the old city hall building on Cree Street and requires that the city complete the following steps before the closing date:

- Planning Commission to comment on property as it relates to the Comprehensive Plan.
This occurred April 16, 2025
- City Council to declare the property surplus
This occurred, April 21, 2025
- The City Council is required to process a sale through an ordinance requiring two reading and the 30-day comment period.

Two offers have been received for the acquisition of the Cree Street building. Council directed Staff at the April 21st meeting to work with the second interested party regarding their offer.

Per our legal team, Council to review both offers under separate cover and discuss it in closed session.

TIMELINE:

1st Reading: June 2, 2025

2nd Reading: June 16, 2025

30-day public Comment and closing after July 21, 2025

Property sale is eligible to close after July 21st, if we adhere to this timeline

ACTION TO BE CONSIDERED:

Council to review and act on the following:

- Ordinance 346 Second Series – Authorizing the sale of city surplus property to
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Attachments:

- Ordinance 346 Second Series