

# MEETING MINUTES

**RECORDED BY:**

Margy Bonner

**MEETING PURPOSE:** Sale of Park Land Sub-Committee Meeting

**MEETING DATE**

**AND LOCATION:** February 16, 2012 12:00-1:30 p.m.  
Community Center



**ATTENDEES:**

Committee Members:

Rachel Cox, Margy Bonner, Tom Llewellyn, Bill Cole,  
Darwin George, and Greg McCall

Members Absent:

Al Koelzer and Dennis Cook

Staff Members:

Mark Jarvis, Park Planner, Brent Book, City Attorney

## I. MEETING CALLED TO ORDER

Chairwoman Rachel Cox called the meeting to order at 12:00 PM.

### A. INTRODUCTIONS

None

### B. APPROVAL OF MINUTES OF PRIOR MEETINGS

None

### C. ADDITIONS TO THE AGENDA

Margy Bonner requested an addition be made to the agenda to discuss application of sales proceeds for park land.

## II. STAFF REPORT

None

## III. PUBLIC COMMENT

None

## IV. NEW BUSINESS

Brent Brooks, City Attorney, presented information concerning the legal requirements for sale of property owned by the city. Brent passed out a copy of city code, Chapter 22, Article 22-900 which sets out the requirements for sale. There is no requirement for bids and sale can be made through direct negotiation. Brent recommends that proposals for sale be brought to the city council at a work session so discussion can be had with them as to how they would like to proceed with each sale.

Tom wants to review how property was identified as to what would be sold. What was the review process? Tom would like copies of the minutes from when the matrix was

reviewed with the council.

Greg raised issues on access to maps through the county GIS. He tried to obtain the information to locate parks and that information was not available to the public. Tom indicated that we also need to know the size of the parks.

Members of the committee made general comments that we need to look at the title of the property before sale to determine if there are deed restrictions, easements, or other issues affecting title. It was felt that all the title companies would work with us. Tom commented that he wants to identify all potential sales at one time rather than just looking at a few properties.

Margy commented we are under time constraints due to the pending city wide assessment and need to show good faith of our intent to sell properties. For that reason we need to move forward with those properties which we have identified as having a ready market for sale.

Mark commented that we are in a good situation as we have been to the council twice and they are comfortable as to how we are proceeding. Now we should take them the specifics they need on each property.

Mark made a presentation and identified each of the properties which are the most likely to be sold. They are: (1) The Career Center, (2) Beartooth, (3) Southgate Subdivision-Commercial Property with one parcel being used as the loading dock for a business, (4) Wilson Park - 15 Acres commercial, (5) Heritage Walk Park - .24 acres residential, (6) Shiloh Point Subdivision. There is an interested buyer.

Bill questioned whether we can prioritize the properties by identifying our top priority. Mark suggested we develop a sign off for planning, legal, and other city departments prior to sale. The City Council will want an estimate of the value of the property prior to the sale. Value will depend upon the specifics of the size of the property, location, competition among buyers.

Tom commented that the buyers are usually responsible for the appraisal.

Margy made a presentation on the application of the proceeds from sales based upon discussions at the last meeting. The priority for applications of sales proceeds for Park land were suggested as: (1) Cost of sale, including survey, engineering, advertising, sales agent commission, (2) Improvements to Parks within same geographical area as property sold, (3) Regional park improvements or citywide park facilities or programs.

Margy made a motion to adopt the priorities, Darwin seconded. After discussion Rachel called for a vote. All members voted Aye.

Bill suggested we prepare an information sheet for each parcel to answer questions the Council may have concerning size of the parcel, zoning, deed restrictions or easements, real estate taxes which might be generated.

Rachel commented that we should tour the properties.

Bill asked if there is a standard buy-sell agreement used by the city. Brent advised there was not, but he will provide a copy of the buy-sell used for Cottonwood Park for review.

The next meetings for the committee will be held March 1, March 15 and March 29. Rachel advised she will be gone for the March 1 meeting and Bill agreed to serve as the chair for that meeting.

Action Items:

1. Mark will draft the fact sheets for Heritage Park, Wilson Park and Shiloh Point Subdivision.
2. Mark will bring information on how the flow chart was used to review the properties targeted for sale.

There being no further business, the meeting was adjourned at 1:30 p.m.