

ORDINANCE NO. 208.11

An ordinance to amend the Highland Park Administrative Code, Chapter 208, by adding section 208.11 to adopt policies and procedures for the sale of real property, other than vacant lots.

WHEREAS, the City of Highland Park desires to amend a local ordinance by adopting policies and procedures for the sale of real property, other than vacant lots; and

WHEREAS, the Charter for the City of Highland Park provides that the City Council has the authority to enact all ordinances they deem necessary for the safety, order, and good government of the City and the general welfare of its inhabitants.

NOW, THEREFORE, THE CITY OF HIGHLAND PARK ORDAINS:

208.11 POLICY RE THE PURCHASE, SALE, GIFT OR LEASE OF REAL PROPERTY

- (a) Whenever city real estate is no longer required for corporate or public purposes, except any park, or part thereof, except where a park is no longer required under an official master plan, such real estate may be sold or leased upon the affirmative vote of four or more members of the City Council. The City may sell or lease city-owned real property using one or more of the following methods: public auction, negotiated sale, listing with real estate broker pursuant to guidelines established by the Mayor, solicitation of sealed bids, or request for proposals. In all cases, the Mayor may develop the disposition strategies, policies, and procedures to facilitate the sale of city-owned real estate.
- (b) Private Property under City Control. The City shall acquire by purchase, gift, condemnation, tax reversion or otherwise, real property, and interests in real property, within the corporate limits of the City, for any public use, purpose, improvement or service within the scope of its powers and to encumber or dispose of the same.
- (c) *Auctions.* The City shall auction residential homes owned by the City on a quarterly basis.
 - (1) Individuals may bid on no more than three (3) residential properties per auction, and highest bidder shall become the Purchaser.
 - (2) The City shall have the right to negotiate with the Purchaser a minimum sum to be spent on rehabilitation.
 - (3) Upon a successful bid, the auction winner must commence rehabilitation of each residential home within six (6) months of the date of purchase, and the entire rehabilitation completed within one (1) year from the date of purchase. If Purchaser does not complete the residential renovations within one (1) year, the property will automatically revert to the City, unless the City, at its sole discretion, grants an extension to Purchaser.
 - (4) The Purchaser must board up and otherwise secure the residential homes within 14 days of purchase and keep secure before, during and up to the completion of any project.
- (5) Commercial structures - Commercial structures are categorized in two classifications:
 - A. Demolish – Commercial structures that require demolition may be purchased. Within 30 days after closing the purchaser must:
 - 1. Provide the City a copy of an executed demolition contract from a licensed contractor showing that the structure will be demolished within 180 days after closing.
 - 2. Provide a copy of a demolition permit from the State of Michigan.
 - 3. After completion of demolition, secure and maintain the property thereafter.
 - B. Rehabilitation - Commercial structures that will be purchased for commercial uses are subject to the following:

1. They will be required to enter into a purchase agreement.
2. They will be required to secure the property and remove any debris within 14 days after closing.
3. They will be required to provide the City proof of a certificate of occupancy within 12 months after closing. Where proof of significant repair progress has been made, but work is not complete, with reasonable proof and explanation, the City may, at its sole discretion, extend the 12-month deadline.
4. Violation of the purchase agreement of any kind may subject the property to revert back to the City

(6) For individuals/businesses purchasing commercial structures, the following conditions apply:

- A. The Purchaser must submit an Offer to Purchase Application and pay a \$50 non-refundable fee.
- B. The Purchaser shall submit to the Real Estate Division at the time of his or her request for purchase a notarized statement of a development plan. The purchaser shall also be in compliance with Zoning and Community Development Policy.
- C. Purchaser must maintain the commercial structure in accordance with city ordinance.
- D. Purchasers cannot owe personal or corporate past due taxes, unpaid blight bills nor unpaid water bills; and/or any other indebtedness to the City.
- E. Not have any code violations within the past 18 months.
- F. Secure the structure, remove debris and maintain the land within 14 days after closing.
- G. If not current, Purchaser must pay the annual taxes on the property and stay current on water bills after purchase.
- H. Commercial property located in strategic areas, or properties that the City expects will be in high demand or receive more than one bid are generally publicly marketed or packaged as part of a Request for Proposals (RFP). During the public marketing or RFP process, the City's real estate committee will make disposition decisions based on offered purchase price, the use proposed, and the determined capacity of the potential purchaser.

(7) Upon completion, the City shall certify the property prior to allowing occupancy or resale.

(8) Purchaser is not eligible to purchase property if any of the following conditions exist:

- A. Previously owned the property.
- B. Currently owes property taxes or other indebtedness to the City (i.e., water bills, tickets, tax liens, etc.)
- C. Failure to maintain property.
- D. Has outstanding code, policy or ordinance violations

(d) When, after recommendation by the Mayor, the City Council determines that it is in the best interest of the City, real property acquired by the City through tax reversion may be disposed of by one, or a combination of more than one, of the following methods, as determined appropriate by the Mayor, on a case-by-case basis: listing with real estate broker; auctions; solicitation of sealed bids; negotiated sale; or request for proposals. The Mayor shall submit the offer, which he or she deems to be in the best interests of the City, together with his or her recommendation, to the City Council for action.

(e) This section shall not apply to real estate purchased pursuant to a United States Department of Housing and Urban Development program.

(f) All sales of real estate shall be for cash, except that the City may sell on executory land contract if four or more members of the City Council shall vote in favor thereof, provided that in no case shall the contract be for a term of more than five (5) years, nor for less than thirty (30%) percent down; and provided further that the balance owing on the contract shall be paid in monthly or quarterly installments, whichever the City Council shall approve, and shall bear interest at a rate to be determined by the City Council on the unpaid balance. Such contract shall have such other provisions, as the City Council shall approve on the advice of the City Attorney.

(g) Transactions involving the purchase, sale, gift or lease of real property shall be authorized by City Council resolution. Offers to purchase and proposals to sell city-owned property shall be reviewed by the City Attorney and a recommendation made concerning:

- (1) The sufficiency of the consideration.
- (2) The public purpose involved in the land transaction.

(h) The following factors shall be considered and identified by the Mayor and approved by the City Attorney prior to making any recommendation to the City Council for the purchase, sale or lease of real property:

(1) Purchase

- A. Identification of the public purpose involved in the proposed land transaction.
- B. At a price which shall be not less than its market value, as determined and certified by the Assessor.
- C. Determination of value as reflected by any recent comparable sales in the immediate area.
- D. Obtaining an outside appraisal or opinion of value if recommended by the City Attorney or requested by the City Council.
- E. Transaction upon a negotiated purchase price or through condemnation, if authorized by separate Council resolution.

(2) Sale

- A. Identification of the public purpose involved in the proposed land transaction.
- B. At a price which shall be not less than its market value, as determined and certified by the Assessor.
- C. Advertising and/or posting the property if two or more persons have indicated an interest in the property, the property has a general utility, or the City Council requests the property be advertised.
- D. Examining the use to which the property can or will be put and the cost of acquisition, demolition and improvement.
- E. Sale to the highest bidder. Consideration to include dollar offer and such other items as identified by the City Attorney that represent a legal obligation to the City and value assigned thereto. The City shall reserve the right to reject all bids.

(3) Lease

- A. Identification of the public purpose involved in the proposed land transaction.
- B. At a price which shall be not less than its market value, as determined and certified by the Assessor.
- C. As lessor, advertising and/or posting the property if two or more persons have indicated an interest in the property or the property has general utility or the City Council requests that the property be advertised.
- D. As lessee, the lease fee should be based upon the above indicators of value through a negotiated lease fee procedure.

These rules of procedure shall be construed liberally in recognition of the unique character of land transactions and the requirement that all real property transactions shall be authorized by City Council resolution. All land transactions involving city officers or employees shall be governed by applicable provisions of state law and city charter on conflicts of interest and, in any event, shall require a full disclosure of the officer or employee's interest and non-voting of the officer involved.

FIRST READING: December 5, 2022

SECOND READING: December 19, 2022

PASSED AND ADOPTED THIS 22nd DAY OF December, 2022.

ATTEST:

Cidia Wicker-Brown
Cidia Wicker-Brown, Deputy City Clerk

I, Cidia Wicker-Brown, Deputy City Clerk of the City of Highland Park, do hereby certify that the annexed is a true copy of:

Ordinance 208.11

as appears by the files and records in my office, that I have compared the same with the original and it is a true transcript there from and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the City of Highland Park.

This 4th day of April 2025

Cidia Wicker-Brown

Cidia Wicker-Brown, Deputy City Clerk