



City Hall, 215 Sycamore  
Muscatine, IA 52761-3840  
(563) 262-4141  
Fax (563) 262-4142

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**COMMUNITY DEVELOPMENT**

Planning,  
Zoning,  
Building Safety,  
Construction Inspection  
Services,  
Public Health

**MEMORANDUM**

**To:** Mayor and City Council Members  
**From:** Dave Gobin, Community Development Director  
**Cc:** Gregg Mandsager, City Administrator  
**Date:** June 11, 2018  
  
**Re:** Resolution to Adopt Sales Process for the Sale of Surplus Property

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**INTRODUCTION:** On June 7<sup>th</sup>, 2018, the City Council declared parcel #0835460011 as surplus and the City plans to dispose this property by public auction.

**BACKGROUND:** The City owns property parcel #0835460011, further described as **304 Iowa Avenue located on Lots 4 and 5 of Block 55 of the original Town of Muscatine, Iowa**, locally known as the Musser Public Library.

The attached Resolution concerning the proposed sales process for real property and associated procedures are the next in a series of actions that need to be taken to do this.

**RECOMMENDATION:** Staff is recommending that the City Council approve the attached resolution.

**BACKUP INFORMATION:**

- 1. Resolution to adopt the sales process**
2. Proposed sales procedures
3. Map of parcel (below)

"I remember Muscatine for its sunsets. I have never seen any  
on either side of the ocean that equaled them" — Mark Twain



# Muscatine Area Geographic Information Consortium (MAGIC)



### Overview



### Legend

- Corporate Limits
- Political Township
- Dimension Leader**
- 2
- 3
- Parcels
- Roads**
- <all other values>
- Airport Runway
- City Street
- County Road
- Neighbor County
- Private Drive
- State Highway
- Treadway
- US Highway
- US Hwy - Divided

<b>Parcel ID</b>	0835460011	<b>Alternate ID</b>	RMCMUU-0835460011	<b>Owner Address</b>	MUSCATINE CITY OF
<b>Sec/Twp/Rng</b>	n/a	<b>Class</b>	ZZ		215 SYCAMORE ST
<b>Property Address</b>	304 IOWA AVE MUSCATINE	<b>Acreage</b>	0.39		MUSCATINE IA 52761-3800
<b>District</b>	MCMUU				
<b>Brief Tax Description</b>	35-77-2W LOTS 4 & 5 BLK 55 <i>(Note: Not to be used on legal documents)</i>				

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**RESOLUTION \_\_\_\_\_**

**A RESOLUTION CONCERNING THE  
PROPOSED SALE FOR CITY REAL  
PROPERTY**

**RESOLVED BY THE CITY COUNCIL OF MUSCATINE, IOWA, as follows:**

1. The City Council of Muscatine, Iowa intends to dispose of certain property, legally described as:

**Lots 4 & 5, BLOCK 55 OF THE ORIGINAL TOWN OF MUSCATINE,  
MUSCATINE COUNTY, IOWA.**

(The "Property").

2. The City has determined that it has no use for the Property and that its maintenance at public expenses is no longer justified.
3. The sale will be conducted via a live auction and conveyance will be by Special Warranty Deed. The sale procedures are attached to this Resolution.
4. Notice of the intention to sell the real property will be given by publication of the Public Notice attached as Exhibit A. The notice will be published once in the Muscatine Journal, a newspaper printed, published and of general circulation in the City.
5. Written sealed bids shall be submitted by, on or before 10:00 A.M. on July 27, 2018, and the auction will be held immediately after 10:00 A.M. on July 27, 2018 in the City Council Chambers in City Hall, 215 Sycamore Street, Muscatine, Iowa 52761. The successful bidder will execute a proposed purchase agreement, which shall be subject to Council review and approval, and will provide an earnest money deposit of 10% of the purchase price.

**PASSED, APPROVED AND ADOPTED on JUNE 21, 2018**

\_\_\_\_\_  
Diana Broderson, Mayor

ATTEST:

\_\_\_\_\_  
Gregg Mandsager, City Clerk

## **EXHIBIT A**

### **PUBLIC NOTICE OF INTENT TO SELL CITY PROPERTY**

You are hereby notified that the City Council of Muscatine, Iowa, intends to sell all rights, title and interest of the city in and to the following described real property at 304 Iowa Avenue, also known as the Musser Public Library, in Muscatine, Iowa, to-wit:

**LOTS 4 & 5, BLOCK 55, IN THE ORIGINAL TOWN OF MUSCATINE, MUSCATINE COUNTY, IOWA.**

Sealed bids are to be submitted to the City Finance Department no later than 10:00 am, on Friday July 27, 2018. Following the submission of qualified sealed bids at 10:00 am, a live auction will commence on July 27, 2018 in the City Council Chambers in City Hall, 215 Sycamore Street, Muscatine, Iowa 52761. Copies of the sale procedures may be obtained in the Finance Office, City Hall, and 215 Sycamore Street, Muscatine, Iowa 52761.

Gregg Mandsager, City Clerk

**CITY OF MUSCATINE, IOWA  
PUBLIC PROPERTY FOR SALE**

**Sealed Bids:** Sealed bids are due no later than 10:00 A.M., July 27, 2018, to the City Finance Department, 215 Sycamore Street, Muscatine, Iowa, 52761.

**LIVE AUCTION DATE:** JULY 27, 2018 10:00 A.M.

**LOCATION:** COUNCIL CHAMBERS, CITY HALL, 215 SYCAMORE STREET,  
MUSCATINE, IOWA 52761

**DESCRIPTION OF PROPERTY:**

LOTS 4 & 5, BLOCK 55 IN THE ORIGINAL TOWN OF MUSCATINE, CITY OF MUSCATINE, MUSCATINE COUNTY, IOWA.

**SALE PROCEDURES:-**

**Sealed Bids.** On or before 10 a.m. on July 27th, 2018, each bidder shall submit a written bid in a sealed envelope to the City Finance Department containing a certified check or a cashier's check in the amount of \$500 payable to the City of Muscatine, Iowa, and the name of the bidder identified on the outside of the envelope. The bidder shall include the amount of the base bid and shall also include a plan and schedule for the development of the property, including the intended use in as much detail as is possible. The City of Muscatine may reject any and all bids in the best interests of the City.

As a part of the plan submittal, the bidder shall acknowledge the following:

- A)** The bidder shall include a plan and schedule for demolition of the existing structure and/or re-use and/or re-development on the property, which shall commence not later than six (6) months following City Council acceptance of the offer and the delivery of a deed suitable for recording with the Muscatine County Recorder's Office. If additional time is required, please provide a detailed explanation and date.
- B)** That all parking established on the property shall be paved not later than six (6) months following City Council acceptance of the offer and the delivery of a deed suitable for recording with the Muscatine County Recorder's Office. If additional time is required, please provide a detailed explanation and date.
- C)** That all relevant federal, state, and local regulations regarding the future use and development of the property will be followed.

**Live Auction.** Starting at 10 A.M. on July 27, 2018, the bids will be opened. Starting with the lowest bidder, each bidder will be given the opportunity to successively raise his/her/its bid in an amount, which is higher than the current highest bid in increments of not less than \$1,000. This procedure will continue until the highest bid is obtained. Failure to bid in any given round will not prevent re-entering the bidding process at a later time. Unsuccessful bidder's checks will be returned when the auction has been completed.

**Purchase Agreement.**

The highest bidder will be expected to deposit 10% of the purchase price payable to the City of Muscatine, Iowa, on the auction date. In the alternative, the City will accept a line of credit certified from a reputable lending institution on the auction date, so long as the 10% deposit is received within seven (7) days of the auction date. In addition, the highest bidder will be required to execute a purchase agreement, subject to City Council approval, which shall list the sale price, provide a closing date on or about August 30, 2018, and include reference to the plan for development of the property, including the intended use which was submitted with the bid, and the proposed schedule for any demolition, redevelopment and use.

**Possession and Title.** Possession will be given at closing. Title will be transferred by Special Warranty Deed. A standard groundwater Hazard Statement will be provided at the time of closing.

The proposed purchase agreement and terms of sale are subject to City Council review and acceptance. **The City reserves the right to reject any and all bids and to reject the proposed purchase agreement.**

Inquiries may be made to Gregg Mandsager, City Administrator (563) 264-1550, City Hall, 215 Sycamore Street, Muscatine, Iowa 52761.