



## Internal Memo

January 21, 2020

TO: Mark C. Meyers, City Administrator

FROM: Gerald Bartoszek, Public Works Director **GAB**

RE: Cemetery Expansion – Property Acquisition

Staff has continued working to find a parcel of property that would be acceptable for an expansion of our City cemetery. An 11-acre parcel has been located at the end of Ellis Road that we feel would be suitable for the development of a second cemetery. This property was not listed for sale so we pursued the services of a realtor to approach the owner to see if they would consider selling the property.

The owners of the property were open to the idea of selling the property. With willing participants, we began negotiating a purchase offer through our realtor. Both parties have settled on terms of purchase pending a few contingencies. The agreed upon price is \$190,000 with the purchaser (City) paying all closing costs including a 6% realtor commission. Further, the purchase is contingent on the completion of a Phase I and II environmental site assessment (cost approximately \$6,000), the waiver of a special assessment and the approval of the City Council. There is an outstanding special assessment of approximately \$100,000. The assessment is due to a private entity that paid for the installation of infrastructure adjacent to this parcel. The private developer entered into a Special Assessment Agreement that would require payment of the special assessment for non-residential (commercial, industrial) development. As the proposed use is for a cemetery, our City Attorney is working on a way to satisfy the special assessment lien without the payment of cash.

The 11-acre parcel is at the eastern end of Ellis Road at US-31 and is mostly wooded. The property had been previously used to store construction equipment, some spoils and miscellaneous construction debris. In walking the property, I did not see anything alarming that would entail a major cleanup.

At the upcoming Work Session, I would like to discuss with the City Council the potential of formally entering into a purchase agreement. With the Council's consent, we would need to make a good faith deposit of \$5,000 by the end of the day January 31, 2020 and close on the property by June 30, 2020.

Please contact me if you have any questions or concerns.

GAB/sr

