

RESOLUTION NO. 41-23

**A RESOLUTION ESTABLISHING A PROCESS TO SELL COUNTY OWNED
REAL PROPERTY**

WHEREAS, Wyo. Stat. Ann. § 18-3-504(a)(i) provides that a board of county commissioners may make such orders concerning county property as it deems expedient; and

WHEREAS, pursuant to Wyo. Stat. Ann. § 18-2-101(a)(iii), the Natrona County Board of County Commissioners ("BOCC") may sell or convey property owned by Natrona County, when it is in the best interests of the county; and

WHEREAS, the BOCC wants to provide a transparent process to sell any such property;

WHEREFORE, the BOCC resolves to adopt the following process to sell or otherwise convey real property owned by Natrona County:

1. Availability for the sale of County owned real property shall be determined by the BOCC.
2. The BOCC shall obtain an appraisal of any property potentially available for sale prior to a determination that a property will be made available for sale, unless the BOCC determines good cause exists.
3. The BOCC shall post all real property for sale on the County website, under the heading "Natrona County Real Property for Sale," within five (5) days of such property becoming available for sale.
 - a. This notice shall state that the County is soliciting sealed/hard-copy bids and include the legal description of the property, the appraisal price, and the exact date and location where the bids are due.
 - b. This notice shall also refer prospective purchasers to the "Resolution Establishing a Process to Sell County Owned Real Property (No. 41-23)."
4. Within seven (7) days of the property being posted on the County website, the BOCC shall publish a one-time legal notice in the newspaper of record, which includes the following:
 - a. This notice shall state that the County is soliciting sealed/hard-copy bids and include the legal description of the property, the appraisal price, and the exact date and location where the bids are due.
5. Simultaneous with the notice of publication in the newspaper of record, the BOCC shall:
 - a. Publish the same on the County website and on one County social media platform.
 - b. Publish the same in an online, local county newspaper, once a day for seven (7) days.

6. The County shall, as soon as practical, after the proposed sale of property has been posted on the County website, place a sign on the property for sale, stating it is for sale and a contact number for the BOCC for more information.
7. Sealed hard-copy bids shall be due to the BOCC 45 days after the last publication date in the online newspaper, not counting the last day of publication. No late bids will be accepted unless good cause is determined by the BOCC.
8. The property shall be sold "as-is, where-is" and is subject to all liens, defects, encumbrances and faults, environmental or other. The County makes no guarantees or warranties whatsoever, whether oral, written, or implied, as to title, the habitability, quality, or condition of the property for sale.
9. To purchase real property owned by Natrona County a person or legal entity must submit a sealed, hard-copy bid to purchase said property to the BOCC. The bid must include:
 - (i) The person or entity's legal name;
 - (ii) A contact name, mailing address, phone number, and email address for the person or entity;
 - (iii) A legal description of the property that the person or entity wants to purchase;
 - (iv) The address of the property if it has one;
 - (v) The purchase amount offered;
 - (vi) Any contingency upon which the offer is made; and
 - (vii) The notarized signature, under the penalty of perjury, of the authorized person or legal entity.
10. Bids shall be sealed and in hard-copy format and submitted to:

Natrona County Board of Commissioners
200 North Center, Room 211
Casper, Wyoming 82601
11. The BOCC shall open properly submitted bids at the next regularly scheduled work session, held after the due date for bids, and may consider those properly submitted bids for purchase at the corresponding meeting.
12. The BOCC may accept, reject, or make a counter-offer as it deems is in the best interest of the County.
13. Unless otherwise agreed to by the BOCC, if the BOCC accepts an offer:
 - a. The County Attorney will prepare a purchase contract and quit claim deed.
 - b. Within 14 days from the date the purchase contract was provided to the person or entity, the person or entity must: (i) sign and return the purchase contract to the County

Attorney; (ii) pay the offered amount to the Natrona County Treasurer via cashier's check; and (iii) otherwise perform in accordance with the purchase contract.

- c. The person or entity shall be responsible for any title search, title insurance, delinquent taxes, lien(s), closing costs, recording fees, brokers' fees, and/or any other costs/fees associated with the purchase of the property, unless good cause is determined by the BOCC.
 - d. The person or entity shall be responsible for the costs of publication, unless good cause is determined by the BOCC.
 - e. A minimum of \$500.00 shall be assessed to the person or entity to cover County administrative costs associated with the purchase of the property, unless good cause is determined by the BOCC.
 - f. The BOCC may rescind its acceptance of the offer if the purchase contract is not timely signed and returned, payment is not timely made, or the person or entity does not otherwise perform in accordance with the purchase contract.
14. The BOCC reserves the right to withdraw the property from the bid process at any time, for any reason.
15. If the BOCC finds that there is good cause and it is in the best interests of the County, the BOCC may modify this process or any of the requirements herein.

DATED: December 19, 2023

**NATRONA COUNTY
BOARD OF COUNTY COMMISSIONERS**



Steven Freel
Steven Freel, Chair

ATTEST:

Tracy Good
Tracy Good, County Clerk

My term of office expires
January 4, 2027

Approved as to form:

Adam [Signature] 12/19/23
Natrona County Legal Department