



Board of County Commissioners

Regular Meeting

Thursday, June 1, 2017

5:30 P.M.

School Board Administrative Complex



Property Acquisition Guidelines

- Committee set up to review possible property issues: County Manager, Assistant County Manager, County Engineer, County Attorney, and the County Commissioner(s) of the district(s) of the proposed property
- Committee submits information to Board for approval to proceed with project



Property Acquisition Guidelines

Day 1 through 180

- County Engineer prepares a conceptual layout
- Upon completion of conceptual layout, the Committee meets to make final changes, if any
- County Engineer will mail notifications to affected property owner(s)
- County Engineer orders final survey with property boundaries and legal descriptions
- County Engineer shall contact entities providing utility services and acquire utility easements, if necessary



Property Acquisition Guidelines

Day 1 through 180

- Upon completion of final survey, County Attorney will order all necessary title searches
- NOTE: Upon receipt of completed title searches, County Attorney shall determine if any mortgage or other lien release shall be required



Property Acquisition Guidelines

Day 181 through 240

- County Manager, Assistant County Manager, County Engineer, and County Acquisition Agent to review all parcels to be acquired
- **County Acquisition Agent shall perform market analysis to properties to be acquired. Agent to tender offers to parcel owners to include:**
 - Property will be valued at 115% of market analysis
 - Fencing and landscaping
 - Any appurtenances
 - Driveway construction, if necessary
- **If parcel value exceeds \$20,000**, one (1) appraisal shall be ordered
- If parcel value exceeds \$500,000, two (2) appraisals shall be ordered



Property Acquisition Guidelines

Day 241 through 270

- County Acquisition Agent and County Engineer shall brief the Board of County Commissioners at next meeting following day 240.
- County Engineer shall order appraisals for parcels where negotiations have failed
- County Manager, County Engineer, Appraiser, and County Acquisition Agent shall review appraisals and may offer settlement agreement



Property Acquisition Guidelines

Day 241 through 270

- Agreement of Intent prepared by County Attorney
- Upon execution of Agreement of Intent, agreement is forwarded to Board Chair for signature, then to closing agent
- Parcels unable to reach agreement to be remanded to County Attorney



Property Acquisition Guidelines

Day 271 through 365

- If unable to reach a settlement agreement after Day 270, County Attorney shall commence eminent domain proceedings
- County Attorney to continue litigation beyond Day 365

Recommended Motion: Approve newly proposed property acquisition guidelines