



# Land Disposition Procedure Step-by-Step

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## Tax Foreclosed and Remnant Parcels outside the City of Milwaukee



# 10.01 Land Disposition Administrative Procedure

The Land Disposition Administrative Procedure creates a uniform practice for a fair, transparent, and equitable service for the betterment of the community.

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## 10.01 Land Disposition Procedure

Procedure Number: 10.01  
Procedure Title: Land Disposition Procedure  
Original Issue Date: 9/11/15  
Revision Date: 9/26/16  
Appendices: None  
Forms: [10.01\(a\) Land Disposition Checklist](#)  
[10.01\(b\) Buyer Affidavit](#)  
[10.01\(c\) Template Certification](#)

Statutory References: Wisconsin Statutes §§ 59.17(2)(b)3, 59.52(6)(d)(1), 73.36(2), 75.35(4), 75.106, 985.02  
Ordinance References: Not Applicable  
Department Responsible for Updates: DAS  
Date for scheduled procedure review: 01/01/2017

**1. OBJECTIVE**  
To provide comprehensive procedures, processes, and guidelines for the disposition of property that is not zoned as parks and is owned by Milwaukee County. This procedure is intended to create a fair, transparent, uniform, and predictable process that furthers the best interests of the County. The sale and reuse of County properties shall be at all times guided by and consistent with the principles of blight elimination, neighborhood revitalization, strengthening the County's tax base and the maximization of the County's return on its investments to provide benefits to the community and continuity of core County services.

**2. DEFINITIONS**  
A. "Appraised Value" means a property's fair market value, as determined by an appraisal;  
B. "Certification" means a document signed by two out of three of the following pursuant to Wisconsin Statutes § 59.17(2)(b)3: (a) the county executive or the executive's





# Land Disposition

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**WHAT:** Surplus, Remnant and Tax Foreclosed (outside City of Milwaukee) Parcels

**WHY:** Milwaukee County often serves as the owner of last resort. We take properties with the role of repurposing. Municipalities are made whole on taxes.

**WHO:** Land sale (unless zoned Parks) requires approval of the County Executive and one of either:

1. Comptroller
2. Intergovernmental Cooperation Council (ICC) Appointee: a real estate “expert” nominated by each municipality





# Overview

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**Acquire**

- Assess
- Prepare
- Appraise



**Offer**

- County
- Department Heads
- Municipality
- Other Governmental Agencies



**Sealed Bid**

- Preparation
- Notification
- Publication
- Submission
- Evaluation
- Selection





# Acquiring Property

- Acquire
- Assess for marketability
- Prepare for sale or Transfer
- Order appraisal





# Preparing the Property

- Vacant? If no, support/evict
- Locksmith
- Cleanout
- Assess for repairs
- Complete necessary repairs





# Consider Public Use

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- County Department Heads
- Municipality
- Other Governmental Agencies





# Elements of Sealed Bidding

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- Preparation of invitation for bids.
- Notification of neighboring properties.
- Publicizing the invitation for bids.
- Submission of bids.
- Evaluation of bids.
- Selection of bid.







# Consideration of Bids

- Recouping outstanding taxes
- Value relative to appraisal
- Productive re-use
- Tax producing
- Time on the market
- Costs of continued maintenance



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# Final Steps

## Successful Bidder

- Verify documentation
- Notify non-winners
- Submit for approval

## No Successful Bidders

- Market on MLS & County Website
- Wait for viable offer
- Submit for approval





# Remnant Parcels

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- Parcels of land lacking those characteristics necessary for independent development. These parcels have the potential for assemblage with an abutting property.
- Parcels often become remnants when the fraction remaining after a parcel of land has been divided is so small and of such shape that it is separately of negligible value.





# Examples of Remnant Parcels





# Remnant Disposition Process

When a parcel is deemed a remnant it is consequently deemed invaluable eliminating the requirement for an appraisal and condensing the disposition process as follows:

## Acquire

Assess

## Offer

Adjacent property Owners

## Certification

Submit for required signatures





# Summary

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- Offer real estate to other departments
  - If interested, transfer via jurisdictional transfer agreement (signed by DAS Director)
- In the absence of interest, offer to municipality
  - If interested, transfer via Intergovernmental Cooperation Agreement.
- Sale of tax foreclosure properties via sealed bidding.
  - If a suitable bid is submitted, the sale process begins (DAS director signature required)
- Sale of tax foreclosure properties on the open market.
  - If a suitable offer is submitted, the sale process begins (DAS director signature required)

