

## 19. TAX DEED DISPOSAL AND AUCTION POLICY

### POLICY

It is the policy of Scott County to allow the transfer of tax deed properties to local taxing bodies, community based, non profit, agencies, and individuals for community development purposes and to auction any remaining tax deed properties when the County receives ownership of such properties. The Treasurer's Office shall forward the outstanding tax sale certificates which have been held by Scott County for greater than nine months to the Planning and Development Department. The Planning and Development Department, in consultation with the County Treasurer, County Auditor, City and County Assessor and the County Attorney, shall be responsible for reviewing each property and preparing the property for disposal or auction.

### SCOPE

This policy is applicable to those County offices and departments involved in the tax deed property process.

### ADMINISTRATIVE PROCEDURES

#### Tax Deed Property Disposal and Auction

The Planning and Development Department will review each property to determine its size, layout, location, condition, and potential for development. The Planning and Development Department will investigate each property as soon as possible to determine the condition of the property.

The following procedures shall be implemented to dispose of tax deed property in full compliance with all applicable State law:

1. Remove or correct any condition which poses an immediate hazard to the public.
2. Where safety hazards are found, the Planning and Development Department will determine the appropriate corrective action to take to secure the property and abate any hazardous conditions.
3. When the tax deed parcels have structures, the City Housing/Building Code section, the Health Department, and the Planning and Development Department will complete and forward a housing report to the County Administrator which lists code violations and recommends whether or not the structure is beyond repair and should be demolished. In the City of Davenport, the city housing code section

will inform the County if the building is on the *Problem Structures List*.

4. If the housing report recommends demolition, the Scott County Board of Supervisors may decide to demolish the structure or take other actions deemed in the public interest.
5. The County will demolish the building through the standard bidding procedures. If the bids received exceed the funds available, the County will develop a priority list with the advice of the City to determine which structures will be demolished now and which ones later.
6. A list of the properties will be prepared and reviewed with the County Administrator and other County departments, as appropriate, to determine if any properties should be retained for future County use. A list of any County-designated properties will be submitted to the Board of Supervisor's for approval.
7. The list of remaining properties will be distributed to applicable city, school system, or community based, non-profit agencies. The city, school or agency may request that a property or properties be transferred to them if they can show how the property or properties will benefit a community program or a public good. The property may be transferred after review, including a public hearing, and action by the Board of Supervisors approving the requested transfer. It is the intention of the Board of Supervisors to dispose of these properties as stated above before offering them for sale at public auction. However, once the auction date has been set and the auction list published no further transfer requests will be considered unless extraordinary circumstances can be demonstrated. The Board reserves the right to refuse any or all requests from an applicant if the Board determines that it is in the best interest of the County residents to deny such requests.
8. Following completion of all the above procedures the Board of Supervisors shall set the date for the remaining tax deed properties to be offered at public auction to the highest bidder. Each parcel would have a minimum opening bid of \$10 and be auctioned to the highest quality bidder. The Board will take action to approve the bids at the next regularly scheduled Board meeting. The County expressly reserves the right to withdraw any property prior to the actual auction of the property or refuse any bid.
9. Any properties for which no bid is received will be reviewed to determine appropriate disposition of such properties.