

City of Waterville

REQUEST FOR FORMAL WRITTEN PROPOSALS FOR ACQUISITION OF CITY OWNED REAL ESTATE

The Waterville City Council is accepting formal written proposals for acquisition of the City owned property (the former City Hall and Current Library) located at 200 Third Street South, Waterville, MN 56096. PIN Number 24.999.0070. Asking price: \$393,000.00

The City Council seeks an offer to buy the City Hall and Library including information on the interested party and their planned use. This information will help the City Council to evaluate any potential purchase offer more fully. It is the Council's goal to provide for a transfer of the property for the betterment of the City and community and their consideration of each proposal will not solely be based on the sale price.

Please submit your proposal to purchase on the enclosed form. Please also note that your proposal must include the following information:

- Name and address of firm and project contact person, with address, telephone number, and email address.
- Summarize your planned use for the property:
 - Type of business or use to be housed at the location.
 - Buyer's experience with the business or use planned to be located here.
 - Timeline to start operations at this location providing that closing occurs in March of 2026.
 - Number of expected full- and part-time employees and/or users.
 - State why you think this business or use will have a positive impact on Waterville's community.
- What exterior modifications are you planning to make to the building?
 - Provide conceptual images of the potential changes including signage.
- Provide the specific amount you are offering to purchase the property including:
 - The specific amount of earnest money you are willing to pay at time of entry into a purchase agreement.
 - Credit references sufficient to verify you have the financial resources necessary to fund the purchase and remodel of the building.

Deadline for receipt of proposals by the City Administrator's Office is 4:00 p.m. on February, 2026. Proposals must be submitted in writing using the contact information at the bottom of this document.

The property will be sold "as is, with no warranties or representations whatsoever and closing would be scheduled to occur prior to or on March 1, 2026.

For additional information regarding this Request for Proposals, please contact:

City Administrator Teresa Hill
City of Waterville
205 1st Street N.
Waterville MN 56096
507-362-8300
Watervillecitymn@frontier.com

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City Hall (PID: 24.999.0070)**

Asking Price: \$393,000

- Name and address of firm and project contact person, with address, telephone number, and email address.

Offer amount:

Earnest Money amount to be paid with purchase agreement:

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