

## **DISPOSAL OF CITY PROPERTY**

1. The estimated value of the item to be disposed of must exceed \$25.00. Should the value exceed \$500.00 the Finance Committee and Council action is required, or in the case of the Utilities, the Utilities Committee, or in the case of the Library, the Library Board.
2. A notice of intent to dispose of the item should be mailed to all City department heads to ensure that there is not a use for the item by another City department. (This is for department use only and not employee purchase for personal use.
3. If it is possible to use the item as a "trade in" on a new like item, a value can be established in this manner and then the following steps may be followed.
4. A classified ad should be run in the *Shopper* and *Hub*, describing the item and requesting sealed bids by a specified time and date.
5. A notice as above should be placed on the bulletin board of all departments so that employees have an opportunity to bid.
6. If an item with an estimated value greater than \$500 is to be sold, a decision may be made to advertise it for sale in the "Municipality" or in trade journals.
7. The check for the proceeds of this sale should be delivered to the Finance Director for deposit to the proper account for the appropriate department. The Utilities Accountant will deposit the proceeds in the proper account for any Utilities sales.

### **Sample**

<p><b><u>FOR SALE</u></b></p> <p>1978 f700 Ford Dump Truck, with 5-yard box. May be seen at the City of Stoughton Street Department Shop, 515 S. Fourth St., between 7:00 a.m. and 4:00 p.m., Monday through Friday. Sealed bids will be received. Send bids to:</p> <p style="text-align: center;">City of Stoughton Attention: Street Dept. BIDS 381 E. Main Street Stoughton WI 53589</p> <p>Published February 14 &amp;15, 1990</p>
---

**AMENDED BY THE COMMON COUNCIL: January 11, 2005**

S:\Clerks Office\Policies Procedures and Emergency Plans\DISPOSAL.docx

S:\Clerks Office\Policies Procedures and Emergency Plans\DISPOSAL.pdf

LASERFICHE:\Stoughton\Policies Procedures and Emergency Plans\Disposal