

Hartland Township  
OFFICIAL POLICY & PROCEDURE

TITLE: <b>SURPLUS PROPERTY</b>	EFFECTIVE DATE: <b>April 9, 2013</b>
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**Purpose**

The purpose of this policy is to ensure the protection of Township assets and to provide guidelines to Township staff when considering proper disposal of obsolete, surplus or salvage personal property owned by the Township.

**Policy**

**A. Trash.** Personal property which a reasonable person would feel no longer has any value, may be discarded as trash by any Township official or employee. If anyone is interested in acquiring the property or retrieving it from the trash, then it cannot be assumed that it has no value.

**B. Declaration.** Each department director shall be responsible for identifying property within his or her department that is obsolete, surplus or salvage property. The department director shall estimate the fair market value of such property in “as is, where is” condition.

**C. Disposition.** For all such property, the department director will notify the Township Manager, who will first attempt to find a use for the property in another department. Personal property which a reasonable person would feel is at the end of its useful life, but that the cost of sale or disposal exceeds any sales value, shall be considered of “nominal value” and may be sold, donated or discarded at the discretion of the Township Manager.

Personal property which a reasonable person would feel has remaining value in excess of the nominal value defined above shall be subject to disposition in any manner deemed by the Township Manager to be in the Township’s best interest, including:

1. Trade-in for other equipment
2. Auction or sale on a first come-first served basis (public or online)
3. Solicitation of written bids
4. Negotiated sale to one or more designated buyers
5. Sale as scrap
6. Recycling, salvaging or junking
7. Transfer to another government or nonprofit organization

**D. Substantial Value.** Disposition of any one item of personal property with an estimated value of \$5,000 or more must first be approved by the Township Board of Trustees.

**E. Conflict of Interest.** Township elected officials and staff are prohibited from acquiring any personal property of the Township, if they participated in the disposition process described

## Surplus Property Policy and Procedures

### Page 2 of 2

above. The Supervisor or Township Manager may grant a written exemption to this prohibition, if they can verify the propriety of, and are not a party to, the disposition.

**F. Penalty for Failure to Comply.** Any official or employee of Hartland Township who violates the provisions of this policy may be subject to civil and/or criminal action. Employees responsible for violating this policy shall also be subject to disciplinary actions provided for by Township policies and applicable laws, up to and including dismissal or discharge.

### Authority

This policy is enacted immediately upon approval of the Township Board, as reflected in the regular meeting minutes dated April 9, 2013.

### Revisions

Revisions to this policy shall only be enacted when approved by the Township Board and reflected in the applicable meeting minutes. This policy shall be reviewed at least biennially by the Township Manager and updated as appropriate.

#### *Revision History*

<u>Date</u>	<u>Revision #</u>	<u>Nature of Revision</u>
04/09/13	00	Original document.

## **City of Evart Policy**

TO: City of Evart

Date: March 1, 2022

### **DISPOSAL OF SURPLUS CITY PROPERTY**

#### **I. POLICY**

Surplus city property is defined as any physical asset for which the city has no operational need in the foreseeable future. These assets will be disposed of under the direction of the city manager or designee by methods that will result in a sale for the highest price from a responsible purchaser, or by trade, destruction, or donation.

#### **II. SCOPE**

Disposals of any purchased (capitalized or expensed) or gifted equipment to the city. Disposing of any city assets that were purchased with federal dollars, the grant guidelines will be referred to determine eligibility of the sale of the assets. All gifted assets will follow any guidelines placed when the asset was obtained.

#### **III. APPROVALS**

Surplus city property is identified and approved for disposal by the city manager. The disposal method and the distribution of proceeds are approved by the city manager or designee. The following methods may be considered for the disposal of surplus city property.

##### **A. Disposal by sale:**

1. The preferred method is by public sale.
2. Other methods, with the specific approval of the city manager or designee, include sale by advertised bid, invited bid, private bid, or auction.

Note: The city will reserve the right to reject any and all bids or proposals.

B. Disposal by destruction or by donation may be approved by the city manager or designee where the cost of the sale is estimated to exceed the proceeds of the sale, or the recommended method is in the City's best interest.

#### IV. RESPONSIBILITIES:

City property assets are acquired by the city for the purpose of supporting its programs and operations. The physical care and safeguarding of such assets are the responsibility of the asset custodians. The asset custodian will contact:

##### A. City manager, for direction regarding:

1. Disposal by sale or donation.
2. Disposal by destruction or disassembly for other city use.
3. Reporting of asset impairments (defined as a significant decline in value or use of capitalized asset).
4. Disposals of gifts by any method within two years of their receipt by the city.
5. Asset Tiger records.
6. Use of the Asset Tiger System.

##### B. City manager or designee for direction regarding:

1. Disposal in a public sale.
2. Disposal to a commercial waste or salvage facility.
3. Inventory of goods stored on city property storage facilities.
4. Transfers of surplus city property to temporary storage prior to disposal.

C. City manager or designee for direction regarding disposal by trade-in for a new purchase.

#### V. PROCEDURES:

##### A. Transferring assets for disposal:

1. The finance director will:
  - a. Prepare the Equipment #'s indicating a transfer for sale or disposal.
  - b. Obtain city manager approval on the form.

##### B. Disposal of assets by public sale:

1. When a sufficient quantity of assets has been accumulated, the city manager will:
  - a. Conduct a public or online sale.
  - b. Record the costs and proceeds of the sale into cash receipting

- c. Prepare a sale bill.
- d. Advertise the items on the city's website.

2. The city will:

- a. Provide a cashier for the public sale who will receipt and deposit all proceeds received from the sale.
- b. Support the deposit with receipt forms containing the amount of the sale and/or suitable description of the assets.
- c. Send all Miscellaneous Receipt Forms to the Finance Director for recording in Asset Tiger inventory

3. Finance Director will:

- a. Review the Equipment #'s asset tags.
- b. Record the appropriate asset disposal transactions in Asset Tiger.
- c. Distribute the net proceeds of the sale when requested by the City Manager.

C. Disposal of assets by other than public sale:

- 1. The city manager or designee will create a proposal for disposal to the council for approval.

The proposal will include:

- a. The recommended disposal method.
- c. The estimated or known proceeds.
- d. Justification for excluding the asset from disposal by public sale.

- 2. Upon approval, the city manager or designee will provide the Finance Director with a copy of the approved proposal and:

- a. will proceed with purchasing procedures.

- 3. The finance director will complete the transactions, depositing all funds received, and crediting the proceeds in cash receipting.

- 4. The Finance director will maintain a file of pending disposals (other than public sales) to be cleared.

- 5. Finance Director will record the disposal in Tiger Assets

## **Disposal/Sale of Excess Property**

### **Remnant Parcel Policy**

The City Council of the City of Troy endeavors to attain the highest and best land use, effective growth control measures and to enhance the health, safety and welfare of the community. Chapter 12 of the Troy City Charter requires that..."in all sales or purchases in excess of \$10,000, (a) the sales or purchases shall be approved by the City Council, (b) sealed bids shall be obtained, except where the City Council shall determine that an emergency exists or that the public interest will be best served without obtaining sealed bids..."

The City Council of the City of Troy may determine that the public interest will best be served without obtaining sealed bids for the sale of remnant parcels which remain after required right-of-way or excess property is taken when a purchase agreement is offered to the City of Troy by a prospective buyer which:

1. Has submitted evidence of ownership or control of an assembly of adjoining land of sufficient size so as to achieve what is believed to be the best possible development as determined by the City Council after review and recommendation from the City Manager.
2. Has submitted a conceptual site plan, which has been drawn to sufficient detail to indicate any and all features such as setbacks, parking and access, storm water detention and building height, which are governed by codes of the City of Troy.
3. Is accompanied by a petition for rezoning, if necessary, in compliance with the Master Plan of the City of Troy as being the most appropriate land use.
4. Commits the prospective buyer to a purchase price of at least a value established by an appraiser named by the City of Troy.
5. During the site plan review, site plan is accompanied by architectural renderings of all buildings along with a description of building materials to permit evaluation by building quality.
6. Is accompanied by a draft of proposed deed restrictions prepared by the City of Troy which will be imposed upon the purchaser of the City-owned property.
7. Nothing in this resolution relieves the Purchaser/Developer of their obligation to adhere to any and all City Ordinances and development standards.
8. That staff will provide an analysis of the zoning and present the remnant parcel(s) to the Parks and Recreation Advisory Committee to review for possible use as parks prior to Council action on the offer to purchase.
9. That if it is most probable that a rezoning will be requested, that an appraisal based on that subsequent rezoning also be submitted.
10. That the City Council retains discretionary authority to determine the applicability of this policy.