



## **CITY OF LE SUEUR SURPLUS MATERIALS POLICY**

Per Minnesota State Statute Section 412.211, the City of Le Sueur may dispose of items deemed surplus materials through a public process. Surplus material are defined as items that have been acquired for public purposes, but no longer serve the need to provide a specific service.

### **Surplus Materials List Development**

Directors, Division Superintendents, or Supervisors shall develop a list of materials, equipment, and supplies that are deemed surplus. A surplus materials list shall include the item name, a description of the item, the division that purchased the item, and the estimated current value of the item. These lists shall be submitted to the Public Services Director for evaluation and compilation.

A running list of surplus materials shall be maintained by the Public Services Director. Occasionally the Public Services Director will prepare an official City Council agenda item for the evaluation of the items deemed surplus materials. City Council will have the opportunity to evaluate these items and provide staff feedback about the disposal.

After City Council approves a list of surplus materials, staff will publically notice these items as available to purchase by the public using a publically available forum. These forums may include, but not be limited to the official city newspaper, the city website, social media platforms, or any other media staff determines to be most effective at delivering notice to the public.

Once public notice has occurred, staff can then dispose of the property.

### **Surplus Materials Disposal Guidelines**

Items valued between \$0 - \$10,000 may be disposed of by posting on a publically available forum. These forums may include, but not be limited to the official city newspaper, the city website, social media platforms, or any other media staff determines to be most effective at delivering notice to the public. Staff will visibly and clearly post an end date to the sale, and the highest responsible offer will be accepted for the surplus material at the close of the sale. The current price for the item will be available to the public by calling or emailing the listed contact.

Sales of items valued between \$0 - \$10,000 must be approved by the Public Services Director.

Example:

FOR SALE: T4 Fluorescent Light Bulbs (24)  
DESCRIPTION: 24 fluorescent light bulbs  
SALE ENDS: January 15, 2017  
CONTACT PHONE: 507-593-8412  
CONTACT EMAIL: jkruggel@cityoflesueur.com  
CURRENT PRICE: \$5

Items valued >\$10,000 shall be disposed of via a sealed bid process. The sealed bid item is required to be noticed in the official city newspaper. In addition to the official city newspaper, the sealed bid item may be advertised on other publically available forums. These forums may include, but not be limited to the city website, social media platforms, or any other media staff determines to be most effective at delivering notice to the public.

Sales of items valued >\$10,000 must be approved by the City Administrator.

### Donation of Surplus Materials

Minnesota State Statue also allows the City to donate surplus materials. Any entity that is to receive donated surplus materials must be registered with the Minnesota Secretary of the State as a 503(c)(3) nonprofit organization. Donation requests will be presented to City Council for approval.

### Revenue from Sales

Revenue from disposed items will be incorporated into the fund that purchased said item. If the purchasing fund cannot be verified, that revenue shall be incorporated into the general fund.

### Items Deemed Unsafe or Unable to Sell

Items deemed unsafe or unable to sell will be disposed of by staff in a manner that abides by local, state, and federal laws.