

TOWN OF WHEATON DISPOSAL OF SURPLUS TOWN PROPERTY POLICY

CONTENTS

1	PURPOSE	1
2	SCOPE	1
3	PROCEDURE	1
4	DISPOSAL METHODS	2
5	APPROVAL OF DISPOSALS	2
6	DISPOSITION OF FUNDS	2
7	RESPONSIBILITIES	2
	Reporting/Records Management	3
8	DEFINITIONS	3
9	FEEDBACK	3
10	POLICY APPROVAL AND REVIEW DETAILS	3
11	EXHIBIT A	4
12	EXHIBIT B	5
13	EXHIBIT C	6

1 PURPOSE

- 1.1 This policy establishes an effective, accountable, and transparent framework for handling disposal of surplus Town of Wheaton property that is deemed surplus to the Town of Wheaton's requirements. The policy is intended to:
 - 1.1.1 Ensure that only assets that do not provide the minimum level of basic services are disposed of.
 - 1.1.2 Ensure that assets are not disposed of when the disposal of the asset or the terms of disposal of the asset, could disadvantage the Town of Wheaton or community financially or otherwise.
 - 1.1.3 Ensure that all disposals are fair, transparent, competitive, and consistent with the best of interests of the Town of Wheaton.

2 SCOPE

- 2.1 Applicable to all Departments, Employees of the Town of Wheaton, and all assets owned by the Town of Wheaton, except, immovable assets including buildings, land, or equipment attached thereto.
- 2.2 Departments consist of the following:
 - 2.2.1 Cemetery
 - 2.2.2 Fire Department
 - 2.2.3 Parks
 - 2.2.4 Recycling Center
 - 2.2.5 Town Shop

3 PROCEDURE

- 3.1 Department Head determines surplus property disposal method under Section 5 – Approval of Disposals.
- 3.2 Department Head sets disposal method price information:
 - 3.2.1 Assigned Price or Best Offer
 - 3.2.2 Fixed Price
 - 3.2.3 Minimum Bid
- 3.3 Department Head fills out corresponding exhibit with necessary information under Section 4 - Disposal Methods and provides a copy as follows:

- 3.3.1 Recycling Center attendant for posting in the Recycling Center display case.
- 3.3.2 Person that handles Town of Wheaton website updates for posting under News and Notices.
- 3.3.3 Town Clerk for Class II Public Notices.

4 DISPOSAL METHODS

- 4.1 Surplus property, as determined in this policy, may be disposed of by sealed bid, auction, or a fixed value may be assigned and the item(s) sold at the assigned price or best offer.
 - 4.1.1 A Class II public notice shall be made of any such bid, auction or sale, and shall include specific items offered together with the minimum bid or fixed price set for each item.
 - 4.1.2 Sale and auction items will use Exhibit A.
 - 4.1.3 Sealed bid items will use Exhibit B and C.
- 4.2 No item purchased by or for the Town of Wheaton shall be sold directly, transferred, or given to any employee of the Town of Wheaton or the immediate family member of any employee, even through the sealed bid process, pursuant to the provisions of Wis, Statutes §175.10.
 - 4.2.1 Employees may participate in public auction or sale of Town of Wheaton property.
- 4.3 In the event the surplus property cannot be sold in 30 days after following the above procedures, the Department Head can direct Town of Wheaton employees in writing to dispose of the surplus property.
- 4.4 At any time, the Town of Wheaton Town Board may give consideration to a charitable donation, local school district, or local non-profit.
 - 4.4.1 If returning surplus property to a local non-profit proof of initial donation is required.
- 4.5 No item purchased by the Town of Wheaton shall be given or sold to a private individual or business except as described in this policy.

5 APPROVAL OF DISPOSALS

- 5.1 If, in the opinion of the department head, Town Chair or designee, there is surplus property, he/she shall put a value to the property to determine the best method of disposing/selling/exchanging of the asset(s).
 - 5.1.1 Values of Less than \$1,000.00 (< \$1,000) would sell through the recycling center as an assigned price or best offer or as a fixed price.
 - 5.1.2 Values of \$1,000.00 or greater (> \$1,000) would sell via fixed price, sealed bid, or auction.

6 DISPOSITION OF FUNDS

- 6.1 All proceeds, after expense of sale, shall be allocated by the methods outlined below:
 - 6.1.1 Receipt of Sale of Asset(s)
 - 6.1.1.1 All sale of asset(s) proceeds will be recorded to the Sale of Assets revenue category with description of the surplus town property sold.
 - 6.1.1.2 Town of Wheaton Town Board will then transfer the accounts receivable sale of asset(s) proceeds to one of the following capital outlay funds.
 - 6.1.2 Capital Outlay funded assets.
 - 6.1.2.1 If an asset(s) was purchased with capital outlay funds, all proceeds from the sale of the asset(s) shall be deposited into the capital outlay fund in which the original purchase was sourced.
 - 6.1.2.2 If there are no future capital outlay needs in the capital outlay fund of the original purchase the Town of Wheaton Town Board can transfer the sale of asset(s) proceeds to another capital outlay fund.
 - 6.1.3 Non-Capital Outlay funded assets.
 - 6.1.3.1 If the intent of the disposal was to offset the acquisition of a newer asset, those funds shall be used to reduce the purchase price of the new acquisition.
 - 6.1.3.2 If proceeds were greater than anticipated on the new acquisition, the remaining proceeds shall be transferred to the Capital Outlay fund of the purchasing department.
 - 6.1.3.3 If the intent is to dispose of the asset without acquiring/replacing a similar asset, those shall be transferred to the Capital Outlay fund of the purchasing department.
 - 6.1.3.4 If the purchasing department is unclear, those shall be transferred to the Unspecified Capital Outlay fund.
 - 6.1.3.5 If there are no future capital outlay needs in the purchasing department the Town of Wheaton Town Board can transfer the sale of asset(s) proceeds to another capital outlay fund.
 - 6.1.3.6 If the disposal of the asset(s) is scrap/recycling material those funds shall be deposited in the Recycling Center Solid Waste revenue category.

7 RESPONSIBILITIES

Reporting/Records Management

- 7.1 The Town of Wheaton Town Board is to be made aware of all disposals of surplus town property in writing by the Department Head prior to proceeding forward with disposal methods.
- 7.2 All staff must maintain all records relevant to administering this policy in a Town of Wheaton recordkeeping system that is held by the Town Clerk.
- 7.3 Town clerk will include in the monthly clerk report any receipts from disposal of surplus town property under sale of assets category with a description of the surplus town property.

8 DEFINITIONS

- 8.1 Assets: An asset shall mean any resource controlled or owned by the Town of Wheaton, from which the Town expects to derive economic benefit or use for service delivery to the general public.
- 8.2 Disposal: Disposal shall mean a process of preparing, negotiating, and concluding a written contract, where necessary, which involves the transfer of control or ownership of an asset or property, considered by the Town of Wheaton to be surplus, by means of a sale, trade, lease, or donation.
- 8.3 Surplus property: The term “surplus property” when used in this policy means materials, supplies, equipment, or other goods which in the opinion of the Department Head:
 - 8.3.1 Has no further beneficial usefulness to the Town of Wheaton or any of its departments.
 - 8.3.2 Cannot economically be made useful to the Town of Wheaton or any of its departments.

9 FEEDBACK

- 9.1 Town of Wheaton residents may provide feedback about this document by emailing the Town Chair or any Town of Wheaton supervisor.

10 POLICY APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Policy Approval Authority	Town of Wheaton Town Board
Administrator	Town of Wheaton Town Board
Next Review Date	January 1, 2025

Approval and Amendment History	Details
Original Approval Authority and Date	Town of Wheaton Town Board on 12/12/2023
Amendment Authority and Date	Town of Wheaton Town Board 05/14/2024. Added Section 3 Procedure and clarified price information to include best offer along with sale term at the recycling center. [Relevant approval authority MM/DD/YYYY]; [Policy Portal Administrator adds the latest amendment information.]
Notes	

**NOTICE
FOR SALE**

TOWN OF WHEATON SURPLUS TOWN PROPERTY

MANUFACTURER: _____

MODEL: _____

DESCRIPTION: _____

CONDITION: _____

QTY: _____ **PRICE:** _____

ITEM(S) SOLD "AS IS WHERE IS with NO WARRANTY".

12 EXHIBIT B

ADVERTISEMENT FOR BIDS – Sale of **Item Name**

Manufacturer: **X**

Model Number: **X**

Condition: **X**

Add other item descriptions as necessary.

Item name to be sold as complete package “AS IS WHERE IS with NO WARRANTY”.

Item name will be available for inspection at **Wheaton Building Name** starting on **Date**.

Building Address

To arrange a more detailed inspection or if further questions please call **(715) 874-5982**.

Bid Form Document

Sealed bids must be received before **H:MMPM** on **DATE**, and then the bids will be opened and read aloud. Sealed bids must be clearly marked on the outside of the envelope: Town of Wheaton, **Item Description** Bid, Attn: Scott Deutscher, Town Clerk.

The Town of Wheaton reserves the right to waive any informality or to reject any or all bids. No bidder may withdraw their bid within 30 days after the actual date of open.

13 EXHIBIT C

Sealed bids shall be received before **H:MMPM** on **DATE**. Bids will be opened and read aloud at

Wheaton Town Hall
4975 County Highway T
Chippewa Falls, WI 54729

ITEM DESCRIPTION

This bid is a complete package “AS IS WHERE IS with NO WARRANTY” bid. The Town of Wheaton reserves the right to reject any or all bids.

Bid Amount _____

Signed _____ Signed _____
(Bidder) (Town Chair)

Date _____ Date _____