

CITY OF WINONA WINONA, MINNESOTA ADMINISTRATIVE PROCEDURE	NUMBER: 114-6	REVISED: NONE	PAGE <u>1</u> OF <u>2</u>
	SUBJECT: DISPOSAL AND SALE OF PROPERTY		

1.0 POLICY

It is the policy of the City of Winona to dispose of surplus City real and personal property in an efficient and cost-effective manner.

2.0 DEPARTMENTS CONCERNED

All departments and divisions.

3.0 DISPOSAL AND SALE OF PERSONAL PROPERTY

Whenever City-owned personal property is no longer needed for corporate or public purposes, it may be offered for sale. Personal property not exceeding ten thousand dollars (\$10,000) in value may be sold for cash by the Department Head, upon approval of the City Manager. The sale may be conducted by receiving quotations or competitive bids for the best price obtainable, by public auction, or other public sale. An electronic/on-line auction process may also be used as an appropriate means for disposal of these items.

Property with a value in excess of ten thousand dollars (\$10,000) in value may be sold after the item has been declared surplus and approval of the sale has been given by the City Council. Surplus items exceeding \$10,000 in value may be sold by means of publicly advertised sealed bids or by contracting with a public auction service, including electronic/on-line auction services. If a public auction is used, the Department Head or his or her designee shall be present at the auction to assure that the interests of the City have been met.

Notwithstanding the foregoing, sales of personal property shall be made in accordance with the requirements of Minn. Stat. § 471.345, as applicable.

4.0 PROCEEDS FROM SALE OF PERSONAL PROPERTY

Unless otherwise governed by State or Federal law or regulations, proceeds from the sale of City-owned personal property shall be deposited into the City funds listed below, as applicable to the department from which the sale occurs, except as otherwise directed by the City Council or City Manager:

- Seized property: Police Seizure Fund;
- Transit Buses: Public Transportation Fund;
- Library books and other materials: Library Fund;
- City vehicles and other surplus property: Equipment Fund.

DEPARTMENT: CITY CLERK	ORIGINAL POLICY DATE: 11-8-2011	SUPERSEDES:	PREPARED BY: MHM	APPROVED BY: CITY COUNCIL	DATE: 11/7/2011
----------------------------------	---	--------------------	----------------------------	--	---------------------------

CITY OF WINONA WINONA, MINNESOTA ADMINISTRATIVE PROCEDURE	NUMBER: 114-6	REVISED: NONE	PAGE <u> 2 </u> OF <u> 2 </u>
	SUBJECT: DISPOSAL AND SALE OF PROPERTY		

5.0 SALE OF REAL ESTATE

City-owned real estate may be sold when not required for corporate or public purposes upon the approval of the City Council. Winona City Charter Chapter 11.05, SALES OF REAL PROPERTY, governs this process.

DEPARTMENT: CITY CLERK	ORIGINAL POLICY DATE: 11-8-2011	SUPERSEDES:	PREPARED BY: MHM	APPROVED BY: CITY COUNCIL	DATE: 11/7/2011
----------------------------------	---	--------------------	----------------------------	--	---------------------------