

ORDINANCE 2015-05

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REPEALING AND RECREATING CHAPTER 3.11 (DISPOSITION OF SURPLUS MUNICIPAL PERSONAL PROPERTY) OF THE MUNICIPAL CODE OF THE CITY OF PRAIRIE DU CHIEN, CRAWFORD COUNTY, WISCONSIN

Purpose: The purpose of this Ordinance is to amend the current process for disposing of surplus municipal personal property through a bid or donation format.

The Common Council of the City of Prairie du Chien, Crawford County, Wisconsin, does ordain as follows:

Section 1: That Chapter 3.11 (Disposition of Surplus Municipal Personal Property) of the Municipal Code of the City of Prairie du Chien, Wisconsin be repealed and re-created to read as follows:

3.11 (DISPOSITION OF SURPLUS CITY PROPERTY)

(1) AUTHORIZATION. The City Administrator is hereby granted the authority and responsibility to provide for the orderly disposition of surplus Municipal property which shall be exercised in the following manner:

(a) The City Administrator shall prepare an itemized list of surplus Municipal personal property which is no longer useful or necessary for any current Municipal purpose on a quarterly basis and present said list to the Public Works Committee for disposition.

(b) Following approval of commencing with the disposition process by the Public Works Committee, the City Administrator shall publish a list of said items in the Prairie du Chien Courier-Press and on the City's social media. The City Administrator may also publish said list, or portions thereof, on a commercial or government auction website.

(c) The City shall take sealed bids for a period not to exceed two (2) weeks following the publication of the list of items to be disposed of.

(d) The City Administrator shall present the bid results to the Common Council for action at the next meeting of the Council following the completion of the bid process.

(e) Based on the action of the Common Council, the City Administrator, or his or her designee, shall dispose of the items and the proceeds of the sale of those items shall be placed in the General Fund.

(f) If an item is not bid upon and is deemed to be surplus, the City Administrator, or his or her designee, shall have the item disposed of in a proper and legal manner, which shall include the manner prescribed in subsection 2 below.

(2) DONATION OF SURPLUS CITY PROPERTY. If the City Administrator is unable to sell surplus property after solicitation to the public, as referred to in this section, the City Administrator may give the surplus property to any not-for-profit corporation, organization, or entity, as determined by section 501(c) of the Internal Revenue Code, having its principal place of business, or doing a substantial amount of business, in the city, at no charge to the recipient. The City Administrator shall submit a list of items to be donated to the Public Works Committee, who shall make a recommendation to the Common Council to act upon, for approval by motion.

Section 2: Any ordinance or parts thereof inconsistent herewith are hereby repealed.

Section 3: This Ordinance shall be effective from and after its passage and publication as required by law.

Passed and approved this 2nd day of June, 2015.

David Hemmer, Mayor

ATTEST:

Aaron Kramer, City Administrator

Barb Elvert, City Clerk