



VILLAGE OF HARRISON HOT SPRINGS POLICY

COUNCIL	POLICY NO. 1.11
DISPOSAL OF SURPLUS ITEMS AND EQUIPMENT	DATE ADOPTED: December 7, 2009 AMENDMENT: August 16, 2010 AMENDMENT: January 15, 2024 AMENDMENT: March 3, 2025

1. PURPOSE

This policy is to provide guidelines for the disposal of equipment, vehicles, furniture and other items deemed surplus to various Village Departments. This policy does not cover the disposal of land, buildings or engineering structures.

2. DEFINITIONS

“disposed of” means to discard an item by way of public auction provided the item has not been deemed unsafe by the Chief Administrative Officer.

“destroyed” means to make useless an item such that it cannot be salvaged and thereby accessible to the public.

3. POLICY DIRECTIVES

The Chief Administrative Officer in consultation with the Chief Financial Officer shall have the authority to declare items surplus to the operational needs of the Village.

Once an item has been deemed surplus, the Chief Administrative Officer and Chief Financial Officer will make arrangements for the appropriate method of disposal.

Public auctions shall be conducted by a sealed bidding process. Any items sold through the public auction process shall be accompanied by a bill of sale which clearly states that the items are being purchased on an “as is, where is” basis and that the Village is in no way is offering or implying any warranty or liability for any action arising from any defect. All sales are final and the purchaser is responsible for the item’s removal immediately upon payment.

Items originating from the Fire Department and declared surplus by the Fire Chief will be disposed pursuant to this policy. Items that are of a sensitive nature or pose a security threat shall be destroyed.

All monies and receipts for the sale of surplus items shall be forwarded to the Chief Financial Officer.

The Chief Financial Officer is responsible for the safekeeping of appropriate records in the disposal of surplus items and equipment.