**Declaring Equipment or Property as Surplus and Authorizing the Sale of the Same, LMC Model Resolution**

*League staff thoughtfully develops models for your city’s consideration. Models should be customized as appropriate for an individual city’s circumstances in consultation with the city’s attorney. Helpful background information on this model may be found in Chapter 22 of the Handbook for Minnesota Cities “*[*Expenditures, Purchasing and Contracts*](https://www.lmc.org/resources/handbook-for-minnesota-cities-chapter-22-expenditures-purchasing-and-contracts/)*”*

*This model should not be used for the sale of real property or for the sale of items having a value in excess of $25,000. For information on those process, please see the information memos “*[*Purchase and Sale of Real Property*](https://www.lmc.org/resources/purchase-and-sale-of-real-property/)*”, and “*[*Competitive Bidding Requirements in Cities*](https://www.lmc.org/resources/competitive-bidding-requirements-in-cities/)*” respectively.*

**This icon marks places where the city must customize the model. They offer additional provisions, optional language, or comments for your consideration. The icon, and language you do not wish to include, should be deleted from this model before use. Make other changes, as needed, to customize the model for your city.**

**RESOLUTION NO.** \_\_\_\_\_

**A RESOLUTION DECLARING EQUIPMENT OR PROPERTY AS SURPLUS AND AUTHORIZING THE SALE OF THE SAME.**

**WHEREAS**, The City Council of the City of \_\_\_\_\_\_\_\_\_\_, Minnesota has been advised by staff that the following item(s) or equipment are no longer needed for current or future municipal operations:

****

*List equipment/property description(s) here*

**AND WHEREAS,** The value of this/these item(s) is estimated to be less than $25,000,

**NOW THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF \_\_\_\_\_, AS FOLLOWS:

1. The council declares the property listed above as surplus.
2. ****The council authorizes the disposal of said property by advertising it for sale on the open market (*or to another government entity*) pursuant to Minn. Stat. § 471.345 at a price of $\_\_\_\_\_, which is the fair market value of the property. *City should determine if it will sell to the first paying customer or use some other method of determining who it will sell to (unless it is selling to another government entity) and add that detail here. City can opt to sell on sealed bids or by an electronic process, regardless of the value. If choosing that option, add detail here on the specific process to be used, minimum bid, time period, etc.*
3. Pursuant to Minn. Stat. § 15.054, the property will not be sold to a city officer or employee.
4. All sales shall be final and the property is to be sold in “as-is” condition.

Passed by the City Council of \_\_\_\_\_\_\_, Minnesota this \_\_\_\_\_ day of Month, Year.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mayor

Attested:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City Clerk