

## CHAPTER 5

### Lost, Abandoned and Surplus Property

- § 3-5-1 Disposal of Surplus Village Property
- § 3-5-2 Lost and Abandoned Property

#### SEC. 3-5-1 DISPOSAL OF SURPLUS VILLAGE PROPERTY.

- (a) DEFINITIONS.
  - (1) "Surplus Village Property" is that property which is owned by the Village of Prairie du Sac, Wisconsin, which has no further usefulness to the Village of Prairie du Sac, and which is determined by the Village Board as being surplus pursuant to (b) below. An item of property shall be considered to have no further usefulness when:
    - a. The item or its function has been totally replaced by other Village property and no probable future function exists for it; or
    - b. The Village no longer performs the service for which the item was purchased and no other service can reasonably be provided by the item; or
    - c. the item is no longer able to reliably or economically perform the work required of it.
  - (2) Surplus property as defined in this Chapter shall not include land or buildings but shall include equipment, fixtures and such salvage items as may be taken from a building without structural damage when such fixtures and salvage are not part of a demolition contract. Surplus Village property shall not include property which is obtained by the Village as a result of abandonment or loss by the property's original owner. Surplus Village property shall not include items of property which are traded in for newer items. Surplus Village property shall not include library materials used by the public library for lending purposes.
- (b) DETERMINATION OF SURPLUS VILLAGE PROPERTY. The Village Board shall have the sole right to determine what Village property is surplus for purposes of this Section 3-5-1, subject to the standards enumerated herein.
- (c) DISPOSITION OF SURPLUS VILLAGE PROPERTY.
  - (1) Whenever the Village Board determines that an item of property is surplus Village property, it may dispose of such property in such manner as it determines, or follow the procedure set forth in (c)(2) below.
  - (2) Whenever the Village Board has determined, pursuant to the previous subsection, that an item of property is surplus Village property, the department head responsible for the items shall dispose of the property by:
    - a. Donation to a nonprofit organization within the Village or to a governmental agency; or
    - b. Public auction; or
    - c. Sale by sealed bid.
    - d. Destruction if the fair market value thereof is less than \$1,000.00; or
    - e. Use as a trade-in item for new or replacement Village property.
  - (3) In the event of a public auction or sale by sealed bid under (c)(2)b or c above, the item will be sold in "as is condition" to the person submitting the highest responsible bid; provided however, that a lower bid submitted by a nonprofit organization or governmental agency may be accepted by the

Village Board. The department head responsible for the item shall determine the time in which the successful bidder must remove the item. In the event the item is not removed within that time, the sale is deemed rescinded; and any funds paid shall be forfeited to the Village. In the event no bids are received, the item shall be disposed of as further directed by the Village Board. In the event of a disposition under (c)(2)a or e above, the item will be conveyed in an “as is” condition.

- (4) No public auction or awarding of bids shall occur under this Chapter unless a description of the item to be sold and an advance notice of the time and place for such auction or bid submission is first published as a Class 2 notice in the official Village newspaper.
  - (5) The Village Board reserves the right to waive any procedural irregularities with respect to the notice, bidding and auction process, whenever the Village Board determines that the best interests of the Village will be served thereby. The Village Board may reject any or all bids, may direct a rebid, and may elect to not dispose of the property in question, whenever the Village Board determines that the best interests of the Village will be served thereby.
- (d) DETERMINATION OF FAIR MARKET VALUES. Whenever this Chapter requires a determination of the fair market value of an item of property, that determination shall be made by the department head responsible for the property, whose decision shall be final.
- (e) AUTHORITY TO DISPOSE OF PROPERTY.
- (1) Except for library materials used by the public library for lending purposes, only the Village Board has the authority to dispose of Village property which is not surplus Village property.
  - (2) Whenever this Section provides for an auction or other disposition of any property, the Village Board shall be authorized to hire an auctioneer or take such other action as is necessary to properly dispose of the property provided, however, that the fees of such auctioneer and all such costs, other than those for Village labor and the use of Village property, do not exceed the payment received by the Village from the auction or sale of the property.

**History:** Code of Ordinances, 1986. Sec. 3-5-1 amended, Ordinance No. 6, Series of 2005.

## SEC. 3-5-2 LOST AND ABANDONED PROPERTY.

- (a) VILLAGE CUSTODY OF LOST OR ABANDONED PROPERTY.
- (1) Property which appears to be lost or abandoned, discovered by officers or turned in to the Police Department by citizens, shall be disposed of according to this Section.
  - (2) Lost and abandoned property will be examined by the Police Department for identifying marks in an attempt to determine the owner. If identifying marks are present, they shall be used by the Police Department to attempt to contact the owner to return the property. If no identifying marks are present, the property shall be turned over to the Police Department's property custodian.
  - (3) No police officer shall keep for his or her own use property found in the course of duty, nor take possession of property during off-duty hours when the discovery was made while on duty.
  - (4) The Police Department shall permit citizens to claim lost property if they can provide sufficient proof that they are rightful owners.

- (5) No member of the Police Department or any other Village employee shall receive any lost, stolen, abandoned or other unclaimed property from the Police Department, unless that person receives a written receipt signed by the Chief of Police, a copy of which shall remain at the Police Department.
- (b) **DISPOSAL PROCEDURES.**
- (1) Classes of Property All property which has been abandoned, lost or remained unclaimed for a period of thirty (30) days after the taking of possession of the same by the Village shall be disposed of as follows, except that if the property is usable for Village operations, the property need not be sold at auction, but may become the property of the Village.
- a. **Vehicles:** Vehicles shall be disposed of as set forth in the applicable provisions of Title 8, Chapter 4 of this Code of Ordinances.
  - b. **Intoxicating Liquor and Fermented Malt Beverages:** Intoxicating Liquor and Fermented Malt Beverages shall be destroyed or sold by sealed bids only to persons holding respectively Class B Liquor or Class B Fermented Malt Beverage Licenses.
  - c. **Firearms, Ammunition and Explosives:** Firearms or ammunition shall be returned to their rightful owner, destroyed, or transferred to the State Crime Laboratory, the division of law enforcement services of the Department of Justice, the Federal Bureau of Investigation or the Alcohol, Tobacco and Firearms Bureau of the U.S. Department of Treasury. Any explosive, flammable, or other material proving a danger to life or property may be disposed of immediately upon taking possession thereof. The Chief of Police and the Fire Chief are hereby authorized to determine the disposal procedure, provided, however, that any such procedure will attempt to return to its rightful owner any such material which appears to have been stolen.
  - d. **Other Property with a Fair Market Value of One Hundred (\$100.00) Dollars or Less:** An item of property with a fair market value of One Hundred (\$100.00) Dollars or less shall be destroyed or sold at public auction. Perishable property which deteriorates, to a fair market value of less than One Hundred (\$100.00) Dollars, shall be destroyed.
  - e. **Other Property with a Fair Market Value of Over One Hundred (\$100.00) Dollars:** An item of property with a fair market value more than One Hundred (\$100.00) Dollars shall be sold at public auction or by sealed bid.
  - f. **Illegal Property.** Property which cannot be legally possessed shall be destroyed.
- (2) Disposal by Auction or Sealed Bid.
- a. Whenever any property under this Section is sold by public auction or sale by sealed bid, such auction or the awarding of bids shall be preceded by a Class 2 notice describing the property and arranging the time and place for the auction or bid submission, such notice shall be published in the official Village newspaper. The property auctioned or sold by sealed bid shall be sold in as is condition to the highest bidder. No sale or auction shall occur until the Chief of Police has determined that the property has no value to any probable investigation or legal proceeding. The department head responsible for the property shall determine the time in which the successful bidder shall remove the property. In the event the

property is not removed within that time, the property shall revert to the Village and the amount of the bid be forfeited to the Village.

- b. Any Village official selling property under this Section shall maintain for two (2) years an inventory of any property not disposed of by auction or sale by sealed bid and shall include a record of the date and method of disposal, any payment received for the property, and the name and address of the person acquiring the property.
- (3) Lost Property. Property which is found by persons and delivered to the Village Police Department for the purpose of locating the former owner shall not be considered abandoned or unclaimed under this ordinance until thirty (30) days after mailing to the person finding the property a notice that he may claim ownership of said property. The Chief of Police shall determine what portion, if any, of the property or its value shall be given the finder. This provision shall not apply to any Village employee finding property in the regular course of his employment.

State Law Reference: Section 66.28, Wis. Stats