MEMO

To: **Park Board**

From: **Greg Vitale, Director of Parks and Recreation**

Date: **November 20, 2018**

Re: **Declaration of Surplus Property and Authorization of Public Sale**

The Parks and Recreation Department recently replaced the Sundance brand chaise lounge chairs at the Munster Community Pool. Although, they are no longer suitable for department needs, they have plenty of useful life for the right homeowner or pool operator. Therefore, it is advisable to declare them surplus and to offer them for sale at a public auction.

Included in the agenda are pictures of the chaise lounges. Once approved, the sale will be advertised in the newspaper as required. It will also be advertised on social media and directly to other towns and pool operators.

According to Indiana code 5-22-22-8, property may be demolished or junked if the value of the property is less than the estimated costs of the sale and the transportation of the property. The chaise lounges are recyclable. This option will be explored at some point, but staff will continue to look for additional opportunities to sell the excess lounges after the public auction. In the meantime, the excess lounges that do not immediately sell will be placed in storage and brought out during future opportunities.

<u>Recommendation</u>

1) It is recommended that the Park Board declare the chaise lounges as surplus and authorize the public sale to the highest sealed bidder(s).

2) It is recommended that the Park Board approve the disposing/recycling of the items that do not sell.