



REPORT

TO: Community Services Executive Committee

FROM: Jason Kabel, Community Services Division Manager

DATE: September 19, 2017

RE: **Town of Fort Frances Surplus Assets Sale Items**

The Community Services Division was tasked this year with coordinating the disposal of all obsolete materials, equipment and vehicles for the organization. All Town departments were contacted to provide a list of redundant items to be included in the sale. Council must declare surplus all materials, equipment and vehicles that are considered obsolete by each department.

Please find attached a spreadsheet containing 44 items to be declared surplus by Council.

Once declared surplus, the following procedure will be utilized to dispose of the items:

- 1) Advertise in the Fort Frances Times - sale of obsolete materials, equipment and vehicles.
- 2) All items will be posted on the Town's website for the public to view.
- 3) Interested parties can visit a specified location for a closer inspection of the item.
- 4) Individuals can submit bids on any or all items. Forms will be available at the Civic Centre in advance of the sale.
- 5) The bids will be publicly opened in the committee room.
- 6) Payment will be due prior to removing any items from the Town's property.
- 7) Successful bidders will have two weeks to pick up their items.
- 8) Where no bids are received for a certain item, if possible these items will be recycled. If not recyclable the items will be disposed at the Town's landfill site.

Recommendation

The Community Services Executive Committee recommends to Mayor and Council to

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "J. Kabel".

Jason Kabel

Council approval of this report will ensure that:

- 1) The 44 obsolete items outlined on the attached spreadsheet be declared surplus.
- 2) The above-mentioned procedure will be used to dispose of these surplus materials, equipment and vehicles (October 2017).

2017 Town of Fort Frances Surplus Assets Sale Items

ITEM #	NAME/DESCRIPTION	LOCATION	CONTACT	PHONE #
1	2001 GMC Yukon 4x4	Public Works Yard	Tyler Moffitt - Fire Chief	274-5353 x-1250
2	large coke sign	Public Works Yard	Lori Pattison	274-9893
3	large coke sign	Public Works Yard	Lori Pattison	274-9893
4	Sharp photo copier	Public Works Building	Lori Pattison	274-9893
5	Fire Pump	Public Works Yard	Doug Herr	274-9893
6	Plotter	Public Works Shed	Doug Herr	274-9893
7	Dewatering Unit	Public Works Yard	Doug Herr	274-9893
8	Poly Unit and Screen	Public Works Yard	Doug Herr	274-9893
9	1986 BobCat	Public Works Yard	Travis Rob	274-9893
10	2003 Ford Windstar	Public Works Yard	Lori Pattison	274-9893
11	1986 Ford 350 Truck	Public Works Yard	Lori Pattison	274-9893
12	200 Blk Scott St Bricks	Public Works Yard	Lori Pattison	274-9893
13	3.0 Spreader	Fort Frances Airport	Tom Batiuk	274-3930
14	Snowblower	Fort Frances Airport	Tom Batiuk	274-3930
15	2 office high back chairs	Public Works Building	Lori Pattison	274-9893
16	old wooden desk	Public Works Building	Lori Pattison	274-9893
17	office desk	Public Works Building	Lori Pattison	274-9893
18	Cage from recycling unit	Public Works Yard	Lori Pattison	274-9893
19	Ford 1988 crew cab	Public Works Yard	Lori Pattison	274-9893
20	Small particle board desk 35.5"x19" plain	Museum	Sherry George	274-7891
21	Small particle board desk 36"x19.5" with wheels & keyboard tray	Museum	Sherry George	274-7891
22	Folding table - heavy 5' x 30"	Museum	Sherry George	274-7891
23	Folding table - heavy 6' x 30"	Museum	Sherry George	274-7891
24	Memo board 3'h x 2'w glass door, no key for lock	Museum	Sherry George	274-7891
25	2003 Ford Windstar	Arena	Bob Green	274-4561
26	Jet Jointer	Sister Kennedy Centre	Cindy Noble	274-7656
27	Vacuum	Sister Kennedy Centre	Cindy Noble	274-7656
28	12" portable planer	Sister Kennedy Centre	Cindy Noble	274-7656
29	100 foot extension cord	Sister Kennedy Centre	Cindy Noble	274-7656
30	Carpet for bowling	Sister Kennedy Centre	Cindy Noble	274-7656
31	Balls for bowling	Sister Kennedy Centre	Cindy Noble	274-7656
32	Organ	Sister Kennedy Centre	Cindy Noble	274-7656
33	2 electric heaters	Sister Kennedy Centre	Cindy Noble	274-7656
34	10 sets of louvers	Sister Kennedy Centre	Cindy Noble	274-7656
35	indoor/outdoor carpet 18" wide	Sister Kennedy Centre	Cindy Noble	274-7656
36	2 ton floor jack	Sister Kennedy Centre	Cindy Noble	274-7656
37	Miter Saw	Sister Kennedy Centre	Cindy Noble	274-7656
38	Bocce Balls	Sister Kennedy Centre	Cindy Noble	274-7656
39	Evelope Stuffer(1)	Civic Centre	Tyson Dennis	271-3057
40	1500 PSI Pressure Washer(1)	Civic Centre	Tyson Dennis	271-3057
41	Drafting Desk 42"x42"(1)	Civic Centre	Tyson Dennis	271-3057
42	Dot Matrix Printer(1)	Civic Centre	Tyson Dennis	271-3057
43	Patio Concrete Benches (3)	Civic Centre	Tyson Dennis	271-3057
44	5000 Gallon Water Tank	Stratton Equipment	Tyler Moffitt - Fire Chief	274-5353 x-1250