# Town of Windsor

## Memorandum

January 23, 2018

**TO:**        The Honorable Mayor and Town Council

**FROM:**    Michael Stallings, Town Manager *MS*

**SUBJECT:**   Surplus Property

After speaking with our Maintenance Supervisor, we have decided that we no longer need our 1988 Ford tractor, backhoe, and other attachments. As such, we recommend that we declare these items surplus and dispose of them.

I am enclosing a resolution that would declare this equipment as surplus and authorize the Town Manager to dispose of this vehicle in accordance with Town policy.

**Recommended Motion**

Move that Council adopt the resolution entitled:

A Resolution Declaring Certain Non-fixed Assets Surplus and Approving the Disposal of Said Assets.

## RESOLUTION

A Resolution Declaring Certain Non-fixed Assets
Surplus and Approving the Disposal of Said Assets.

**WHEREAS,** in order to assure that its capital assets are accounted, tracked, and disposed
of properly, the Town Council of the Town of Windsor, Virginia has adopted a capital asset
policy and surplus property policy; and

**WHEREAS,** the surplus property policy requires that Town Council, upon the
recommendation of the Town Manager, shall declare all non-fixed assets that are no longer
needed or used by the Town surplus; and

**WHEREAS,** the Town Manager has examined the below mentioned items and
determined that they are no longer needed or used by the Town; and

**WHEREAS,** the Public Works Department no longer uses its 1988 Ford Tractor,
backhoe, and attachments;

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Town of Windsor,
Virginia as follows:

Section 1. The Town Council determines that the following items are no longer needed
or used by the Town and are declared surplus:

1. 1988 Ford 1710 Tractor M# A1-312A VIN 18779
2. 1988 Woods BH750 Backhoe
3. Various small attachments

Section 2. The Town Manager is hereby authorized to dispose of said vehicle upon the
arrival of its replacement in accordance with Town Policy.

Adopted: January 23, 2018

ATTEST:

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Town Clerk