

Memorandum



Date: September 3, 2025
Location: Buchanan City Commission
From: Kellie Welch
Subject: Disposition of Excess Inventory

Background

As part of routine operations, cities periodically accumulate equipment, furniture, materials and other assets that have outlived their useful life or are no longer needed for municipal purposes. These items may be outdated, broken beyond reasonable repair or simply a surplus due to upgrades or operational changes.

The City of Buchanan has identified a number of such items currently being stored at various municipal facilities. These materials, which may include old office equipment, outdated tools, or surplus parts, are no longer of use to City departments and have limited or no value to ongoing operations. Holding onto these items unnecessarily takes up valuable storage space and can result in additional costs related to maintenance, tracking, or compliance.

Disposing of excess inventory is a typical and necessary municipal practice that allows local governments to maintain efficient use of space, ensure safety, and focus resources on maintaining and storing assets that actively support city functions.

Recommendation

Staff recommends that the City Commission authorize the disposal of the identified excess inventory in accordance with City policy and applicable laws. Disposal methods may include donation, recycling, sale through public auction, or discarding, depending on the condition and potential value of the items.

Authorization of this request will allow staff to move forward with an orderly and transparent process to clear obsolete inventory and better utilize City facilities and storage areas. A complete list of items proposed for disposal will be kept on file for public record and audit purposes.

Description	VIN/Serial/ID#	Location
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Memorandum – Attachment

1996 Hot Patch Trailer	Sn0403114	DPW
Rotary 4-post lift with 2 rolling air jacks	Model: SM122-9 Serial # NEB96B0034 12,000 pond capacity	DPW
2003-2009 8' Dodge truck bed with tailgate		DPW
Motor & Gearbox SEW-EURODRIVE INC. USA	S.O. # 880015548.15.15.001 Type # RF97AD4ZRTSFA47DRS71M4/C/DH	WWTP
Motor & Gearbox SEW-EURODRIVE INC. USA	S.O. # 850052118.15.15.001 Type # R57R37DRS71S4/DH	WWTP
Gestner Copier	6620	Police
Gestner Copier	8541	Police
Sargent & Greenleak Inc. Safe		City Hall
Black & Decker Mini Fridge		City Hall
ACER Monitor, Model #G206HQL	MMLZ4AA001717008782469	City Hall
AOC Monitor	FKBD3HA003317	City Hall
ViewSonic Monitor, Model #VA2446m-LED	TST160620522	City Hall
ViewSonic Monitor, Model #VA2446m-LED	TST160222175	City Hall
ViewSonic Monitor, Model #VA2446m-LED	TST160620657	City Hall
ViewSonic Monitor, Model #VA2746M-LED	V2A152821036	City Hall