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**Public Works**

**City Transit**  
263-8152

MEMORANDUM

**Equipment Maintenance**  
**Roadway Maintenance**  
**Collection & Drainage**  
**Building & Grounds**  
**Engineering**

To: Mayor and City Council Members  
CC: Gregg Mandsager, City Administrator  
FROM: Brian Stineman, Public Works Director  
DATE: July 2, 2018  
RE: Recommendation to Declare Property Surplus

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**INTRODUCTION:**

The City of Muscatine has declared the former Musser Public Library Building surplus in preparation for it to be sold. Many items still remain within the building that could be sold to provide revenue to the city. All City departments have toured the grounds and any items that can be used for the benefit of the city have been removed from the property. In order to dispose of the remaining items they must first be declared surplus by the city council.

**BACKGROUND:**

The remaining items in the building including book cases, room dividers, shelving, office furniture and other miscellaneous items have been documented and a list has been prepared to place on public surplus auction.

**RECOMMENDATION/RATIONALE:**

Staff recommends that council declare all of the material listed as surplus and allow them to be sold via public online auction under the supervision of the Public Works Department.

**BACKGROUND INFORMATION:**

Surplus Item List

**All chairs may have spots on them or wear spots, everything is used condition.  
Possible scratches on wood and metal items.**

1. Pair of brown chairs
2. Shelving unit
3. Wood A frame bookshelves
4. Wood A frame bookshelves
5. Wood A frame bookshelves
6. Plant with pot says "Sago Palm"
7. Red, Blue and Green Bookshelf
8. Red and Green hanging shelf
9. Wood separator
10. 5 kid chairs and 3 kids tables
11. Tree, Butterfly, Cloud, Flower and Grass wood wall hangers
12. 2 train tables and misc. toys mostly used and parts
13. 3 kid chairs and 3 kids tables
14. Red and blue shelf and separator
15. Red and blue shelf and separator
16. 6 wood book shelves
17. Big wood heavy bookshelf (double sided)
18. Rolling kids computer station
19. 1 red chair one brown chair
20. 4 wood shelves and separator
21. 2 red chairs
22. Lot of 4 computer tables
23. Lot of 4 computer tables
24. Lot of 2 Tables
25. Lot of 2 tables
26. 1 newspaper turnstyle
27. 4 woodred chrome chairs
28. 2 brown chairs
29. Wood and Green table
30. Wood Cabinet with 6 slides
31. 5 piece set multicolor
32. 3 wood book holders
33. 2 brown chairs
34. Table 2 chairs
35. Table 4 chairs
36. Table
37. 3 book cases with top
38. Book or DVD carousel
39. Little wire rack
40. Lot of 2 wood seperators double sided with pull out drawers

41. Lot of 3 wood seperators double sided with pull out drawers
42. 2 rolling chairs
43. Lot of 6 rolling chairs
44. Lot of 6 rolling chairs
45. Lot of 6 rolling chairs
46. Lot of 2 wood chairs
47. Wood desk
48. 2 drawer filing cabinet
49. Brown 3 drawer filing cabinet
50. Tan cabinet with 3 drawer file and 1 open door
51. Long table
52. 8 step stools
53. 2 tables
54. Plant and Pot
55. Plant and Pot
56. 5 section with top bookshelf doubles
57. 3 section top bookshelf doubles
58. 5 section top bookshelf doubles
59. 2 section top bookshelf doubles
60. 2 section top bookshelf doubles
61. 1 section top bookshelf doubles
62. 3 section top bookshelf doubles
63. 2 section top bookshelf doubles
64. 7 section top bookshelf doubles

### **END OF LOWER MAIN LIBRARY**

65. Black 3 drawer filing cabinet
66. Red chair
67. Brown 2 drawer filing cabinet
68. 3 rolling chairs
69. 5 shelf metal desk top filing cabinet
70. Small dry erase
71. 2 wood books cases
72. Gray 4 drawer filing cabinet

### **END OF BACK ROOM**

73. Plant and Pot
74. Large wood old flat display case
75. 2 metal turn style racks
76. 2 wood tables
77. 10 step stools
78. 2 office chairs
79. Large wood old flat display case

- 80. 2 chairs
- 81. 3 red chairs
- 82. 3 red chairs with book readers
- 83. 2 green chairs
- 84. Coffee table
- 85. High table and 1 chair
- 86. 10 step stools
- 87. 4 chairs and 5 pillows
- 88. 2 black lounge chairs looks like people

### **END OF UPPER MAIN LIBRARY**

- 89. Very old wooden table
- 90. 6 partitions
- 91. 4 Drawer lateral (Bent Bottom Drawer)
- 92. 2 stacked chairs with carts (57 total chairs)
- 93. TV, DVD player with cart
- 94. Wood chair
- 95. Large wooden storage cabinet
- 96. Stage
- 97. Container no top
- 98. Rug
- 99. Piano
- 100. Kids Cubbies
- 101. 7 Folding chairs
- 102. 16 stacking chairs
- 103. Table cart with 11 tables

### **END OF LARGE CONFERENCE ROOM**

- 104. Glass and wood cabinet
- 105. Very large conference room table and 17 chairs
- 106. 4 drawer filing cabinet
- 107. Standup 2 door cabinet
- 108. TV
- 109. 2 2 door filing cabinets
- 110. Square table coffee table
- 111. Scanner printer fax copier
- 112. Paper cutter
- 113. Misc. holders containers
- 114. 2 step stools
- 115. 2 flower pots
- 116. Old chair

- 117. Coffee table
- 118. 2 computer chairs
- 119. Microwave
- 120. 4 Misc. Chairs
- 121. 2 Pin Boards
- 122. Pin Board
- 123. Pin Board
- 124. Foot Stool
- 125. Pin Board

**END OF SMALL CONFERENCE ROOM**

- 126. Brown metal desk
- 127. Black 4 drawer cabinet with shelves

**END OF ENGINEERS AREA**