

**A RESOLUTION OF THE OURAY COUNTY  
BOARD OF COUNTY COMMISSIONERS OF OURAY COUNTY**

**Concerning: Surplus Property Declaration  
To be disposed of in accordance with the Surplus Property Policy**

**WHEREAS**, the Board of County Commissioners of Ouray County, Colorado, has determined that consistent procedures should be followed by all Ouray County elected officials, department heads, and staff for the disposal of surplus property; and

**WHEREAS**, the Board seeks to assure itself and the public of maximum economics to be achieved through fair and equitable practices outlined in the Ouray County Disposal of Surplus Property Policy; and

**WHEREAS**, the Courthouse Renovation and Construction Project requires complete vacation and relocation of the Ouray County Courthouse and Courthouse Annex Staff; and

**WHEREAS**, in an effort to create efficiencies and improve the moving and relocation process, Ouray County Elected Officials and County Staff would like to dispose of certain surplus items that are no longer useful, or have outlived their useful life (files, papers, books, binders, etc.); and

**WHEREAS**, larger assets like furniture, and electronics will be disposed of or sold pursuant to Section 3.A, 3.B, and 3.D of the Surplus Property Policy and are not included in this resolution; and

**WHEREAS**, disposal of the surplus items complies with the surplus property criteria set forth in the Surplus Property Policy, Section 2.A: *"The County has or soon will have no practical, efficient, or appropriate use for the property"*; Section 2.B: *"The purpose served by the property can be accomplished by use of a better, less costly or more efficient alternative"*; Section 2.C: *"The property is damaged, worn out, or otherwise inoperable and the cost of repairing the same is unwise or impractical"*; and Section 2.D: *"The property has been utilized for a period of time equal to its useful life"*; and

**WHEREAS**, disposal of the surplus items conforms to the surplus property criteria set forth in the Surplus Property Policy, Section 3.C, fourth paragraph, that states *"Surplus personal property, which is unsaleable because of obsolescence, wear and tear, or other reasons, may be dismantled, if necessary, and sold as scrap, or properly discarded; and*

**WHEREAS**, the attached "Ouray County Policies Regarding Disposal of County Property and Electronics" (*Attachment A*) sets forth a methodology for disposal of surplus items in order to properly dispose of specific types of property.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of County Commissioners of Ouray County, Colorado authorizing County Elected Officials and County Staff to dispose of obsolete, broken, or unusable property (i.e. files, papers, books, binders, etc.) in order to improve their moving and relocation process; with the exception of larger, tangible assets included on the Ouray County Inventory.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, **2018**.

Voting for:

Voting against:

BOARD OF COUNTY COMMISSIONERS  
OF OURAY COUNTY, COLORADO

Attest:

\_\_\_\_\_  
Don Batchelder, Chair

\_\_\_\_\_  
John E. Peters, Vice-Chair

\_\_\_\_\_  
Michelle Nauer, Clerk and Recorder  
By: Hannah Hollenbeck, Deputy Clerk of the Board

\_\_\_\_\_  
Ben Tisdell, Commissioner Member

## Ouray County Policies Regarding Disposal of County Property and Electronics

**\*\*Any questions regarding the following Policies may be directed to the County Administrator\*\***

### Dumpster

- Do not dispose of food or general office trash. Use the smaller dumpster for these items.
- Do not dispose of personal trash or items from home in this dumpster.
- Items like paper, books, plastic, broken furniture, empty binders, and obsolete office supplies can be disposed of in this dumpster.
- Please load items to the back of the dumpster.
- Do not dispose of electronic equipment (see category below).
- If you need assistance with larger, heavy, or bulkier items, please contact Facilities Management.

### Electronics

- Do not dispose of any computer ('CPU' towers, laptops, monitors, TVs, printers, etc.). Disposal of these items must be approved by the IT Department and the Board of County Commissioners by and through the Surplus Property Policy.
- Small electronic items that are broken or obsolete (i.e. keyboards, mice, speakers, monitors, unused phones, cassette recorders/players, TVs, power strips, label makers, calculators or any other plugin appliances) may be disposed of through electronics recycling.
  - Electronics recycling days will be announced by the IT Department. Please DO NOT bring your items to IT. You will be responsible for bringing your items to the designated area during the recycling days. If the items are too heavy to lift, please contact Facilities Management for assistance.
  - Items like floppy disks, cassette tapes and cords can be recycled.
  - UPS backup devices and batteries can be recycled.
- If you have hard drives, cassettes or disks that that need to be destroyed via shredding, please designate them in another area; electronic shredding and data destruction will be announced.

### Hazardous Materials

- Facilities Management staff will be collecting hazardous materials and paint. If you have any of these items, please contact Facilities Management for drop off instructions.
- Items can include: cleaning supplies, paint, paint thinner, batteries (?)
- Facilities Management will notify all County employees when materials have been gathered.

### Paper & Electronic Shredding

- Dates for Electronic and Paper Shredding will be determined and shared with staff.
- As a courtesy, please do not shred carbon paper in your office shredders; it can be bothersome to others in the Courthouse. Carbon paper can be shredded by commercial shredders off-site.
- Generally speaking, staples and paper clips do not need to be removed for commercial shredding.

**Please do not bring items from home.**

### Disposing of Items According to Ouray County Surplus Property Policy

- Resolution 2018-003 allows County Elected Officials, and County Staff to dispose of obsolete, broken or unusable property (i.e. files, papers, books, binders, etc.); however, larger, tangible assets included on your department's Inventory must be disposed of in accordance with the Ouray County Surplus Property Policy.
- If you intend to dispose of a larger item (i.e. desks, chairs, bookcases, etc.) please notify the County Administrator. The County Administrator will direct the Elected Official / Department Head to solicit a notice to other Elected Officials / Department Heads advertising the item. Inventory Forms (attached) must be completed and signed by the appropriate departments in order to complete the transfer. *(Pursuant to Ouray County Disposal of Surplus Property Policy Section 3A and 3B)*
- If a larger item is damaged, worn out or otherwise inoperable, it may be disposed of after the requisite notification and approval has occurred *(Pursuant to Ouray County Disposal of Surplus Property Policy Section 3A and 3C)*.