



# Yamhill County Public Works Department

2060 Lafayette Avenue, McMinnville Oregon 97128  
Ph. 503-434-7455 Fax. 503-435-2699 E-Mail [heathr@co.yamhill.or.us](mailto:heathr@co.yamhill.or.us)

Russ Heath Shop Supervisor

## MEMORANDUM

DATE: July 24, 2019

TO: Board of Commissioners

FROM: Russ Heath

RE: Sale of Surplus Items

We are holding a public garage sale to sell surplus Public Works items Thursday and Friday August 15 - 16, 2019. This sale is to be held in the old Public Works office located at 2060 NE Lafayette Ave from 10:00am - 2:00pm. Advertisements will be listed in the Newberg Graphic, News Register, and on the Yamhill County website.

Enclosed is a list of the items. Most items consist of kitchen and office supplies. There are some larger items including copy machines, picnic tables, and chairs. All of the items have a sticker which indicates the price of the item (i.e. red stickers identify \$5.00 items). Though the stickers are marked for a specific price, the second day of the sale bargaining will be allowed to ensure fair pricing and to maximize the number of items sold.

We are requesting the listed items to be declared surplus property to be sold at the referenced sale date.

Thank You

A handwritten signature in blue ink, appearing to read "Russ Heath".

Russ Heath  
Shop Supervisor  
Yamhill County Public Works

Accepted by Yamhill County  
Board of Commissioners on  
8-8-19 by Board Order  
# 19-287

## Public Works Surplus Property

Item #	Description	Condition	Quantity	Location	Fixed Asset	Asset #
1.	Microwave	Poor	1	PW Office	No	N/A
2.	Coat Stand	Poor	2	PW Office	Yes	003694
3.	Mirror 11"x14"	Poor	1	PW Office	No	N/A
4.	Metal Cabinet, 2 Drawers	Good	2	PW Office	Yes	020103
5.	Typewriter Desk	Fair	1	PW Office	Yes	002543
6.	Folding Table 8'	Fair	6	PW Office	No	N/A
7.	Space Heater	Fair	7	PW Office	No	N/A
8.	Metal Cabinet, 4 Drawers	Poor	2	PW Office	No	N/A
9.	Fire Extinguisher – Large	Good	8	PW Office	No	N/A
10.	Fire Extinguisher – Small	Good	6	PW Office	No	N/A
11.	Portable A/C Unit	Poor	1	PW Office	No	N/A
12.	Computer Desk 30"x24"	Fair	1	PW Office	No	N/A
13.	Folding Metal Chair	Fair	11	PW Office	No	N/A
14.	Book Stand 4'x3'	Fair	1	PW Office	No	N/A
15.	Rolling Metal Shelf	Good	1	PW Office	No	N/A
16.	Cork Board	Fair	7	PW Office	No	N/A
17.	Office Phone	Fair	2	PW Office	No	N/A
18.	Cabinet w/ Drawers & Cupboards	Good	1	PW Office	No	N/A
19.	Computer Keyboard	Poor	2	PW Office	No	N/A
20.	10-Key Calculator	Fair	2	PW Office	No	N/A
21.	Steel Case Desk w/ Glass Top	Good	1	PW Office	Yes	001522
22.	Tan Leather Office Chair	Poor	10	PW Office	No	N/A
23.	Brown Leather Office Chair	Poor	3	PW Office	No	N/A
24.	Gray Office Chair	Poor	7	PW Office	No	N/A
25.	Black Rolling Office Chair	Poor	2	PW Office	No	N/A
26.	Gray Rolling Office Chair	Poor	3	PW Office	No	N/A
27.	Metal Coat Rack	Fair	2	PW Office	No	N/A
28.	Metal Table 5'	Good	1	PW Office	No	N/A
29.	TV Wall Mount	New	1	PW Office	No	N/A
30.	Dry Erase Board	Fair	4	PW Office	No	N/A
31.	Coffee Table	Fair	1	PW Office	No	N/A
32.	Vehicle Weapon Holder	Fair	3	PW Office	No	N/A
33.	Wood Cabinet 6'x3'	Fair	1	PW Office	No	N/A
34.	Computer Desk/Shelves 4'	Fair	2	PW Office	No	N/A
35.	Metal Dining Chair	Fair	7	PW Office	No	N/A
36.	Red Metal Dining Chair	Poor	1	PW Office	No	N/A
37.	Conference Table 10'	Good	1	PW Office	No	N/A
38.	Utility Cart w/ 3 Shelves	Good	1	PW Office	No	N/A
39.	Brown Metal Chair	Fair	2	PW Office	No	N/A
40.	Refrigerator White	Fair	1	PW Office	No	N/A
41.	Kitchen Cabinet w/ 2 Sinks	Poor	1	PW Office	No	N/A
42.	Copy Machine	Poor	2	PW Office	No	N/A

Exhibit 9A  
B.O. 19-287