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## Memorandum

To: Honorable Mayor and City Council

From: Greg Edwards, Fire Chief

Re: Surplus of Conex Box

Date: February 19, 2020

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### **BACKGROUND**

The Fire Department has a Conex box that was donated to the department in 2009 to be utilized as a training prop. The Fire Department modified this box to be used as a live fire training room up until approximately 2012. The Wagoner County Commissioners were gracious enough to allow the department to place this box at the Wagoner County District 3 barn, where it still sits today. The Conex box has not been utilized in about 7 years and is no longer a viable training aid for the department.

### **STAFF RECOMMENDATION**

Staff recommends a motion to approve the surplus of this Conex box and it be donated to Wagoner County to be used or disposed of as they see fit.

**CITY OF COWETA/COWETA PUBLIC WORKS AUTHORITY  
SURPLUS PROPERTY DECLARATION AUTHORIZATION**

This form is required to dispose of any City/Authority surplus property. Department Head completes this form and submits it to the City Manager. If surplus declaration is approved, Department will be notified and disposal will begin. Online Auction Administrator will notify department when the item has sold.

Department: Fire Dept Department Contact: Greg Edwards Date: 2/19/2020

Items Requested to be Surplused: \_\_\_\_\_ ID/Asset Tag Number: \_\_\_\_\_

PROPERTY DESCRIPTION	CONDITION	DATE PUCHASED	PURCHASE PRICE
1 Conex Box	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Unknown	Donated in 2009	

Reason for being surplused: No longer utilized. In poor condition

Has it been offered for transfer to another Department within the City: No

Has it been offered for transfer to another agency within the State: Yes If so, to whom: \_\_\_\_\_

Wagoner County

Donated to outside government agency: No Name of agency: \_\_\_\_\_

Sold for scrap metal: No To whom: \_\_\_\_\_ Amount received: \_\_\_\_\_

Will this be sold on the Public Surplus website: No If so, what is the minimum bid: \_\_\_\_\_

Dates advertised on website: NA Did item sell: \_\_\_\_\_ Amount received: \_\_\_\_\_

Has proper advertisement been completed: NA Newspaper(s): \_\_\_\_\_ Other public notice(s): \_\_\_\_\_

Name, Address, and Telephone Number of Buyer: \_\_\_\_\_

Item ready to be released to buyer with a copy of receipt attached: NA Date: \_\_\_\_\_

Date and signature of City Manager detailing the approval of the request for surplus: \_\_\_\_\_

Date surplus approved by City Council/Trustees: \_\_\_\_\_

Date, Amount, Check number, and receipt of check received from Public Surplus: \_\_\_\_\_

Removed from Fixed Assets: \_\_\_\_\_