



MEMO TO: Mayor Vandernail and the Board of Trustees  
FROM: Rob Clemens, Finance Director  
DATE: July 20, 2022  
SUBJECT: Utility Vehicle Purchase Approval

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**MATTER BEFORE BOARD:**

Seeking Board approval for Town Manager to sign a check exceeding \$40,000 in compliance with Purchasing Policy. Check Value = \$90,780.72 is for the first of two utility vehicles.

**BACKGROUND:**

On December 12, 2021, Resolution 2021-12-07 was approved and included the purchase and outfitting of multiple new utility vehicles under the Capital Equipment Replacement Fund. This vehicle was received at Johnson Auto Plaza and then sent out for outfitting. The outfitting is complete and the vehicle is available for pick up.

The second of these vehicles was discussed and approved in Resolution 2022-06-02, since the outfitting exceeded the approved budget. This second vehicle is not ready at this time.

**RECOMMENDATION:**

Staff recommends approval for the Town Manager to sign a check for \$90,780.72 to complete the purchase of the approved and budgeted vehicle.