

MEMORANDUM

Business Item B

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of the preliminary estimate submitted by Bennett's Auto Inc. for repair to the Building Inspection truck in the amount of \$11,431.58.

Included in the packet are a copy of the estimate and damage photos provided by Bennett's Auto Inc. The damage was a result of a deer hitting the vehicle. Insurance has been contacted and the Town has received payment from insurance already for \$6,571.66. The remainder has been resubmitted. Because the insurance payments are made directly to the Town, the Town is responsible for payment to the vendor repairing the Building Inspection truck.

If the Board agrees, a motion to approve the estimate & payment would be in order.

SUGGESTED MOTION:

Motion to approve the estimate submitted by Bennett's Auto Inc. for \$11,431.58 and authorize payment to Bennett's Auto Inc. in that same amount.

If you have any questions about this information, please feel free to call or e-mail me.

Respectfully Submitted
Kelsey