

TOWN OF LAFAYETTE

County of Walworth

State of Wisconsin

**RESOLUTION # 1 - 2023  
PUBLIC WORKS PURCHASING POLICY**

The Town Board for the Town of LaFayette, Walworth County, Wisconsin, does hereby resolve as follows:

1. The Public Works Supervisor has authority to spend up to \$1,000 without board member approval but notifies the board during his report at the next regular board meeting.
2. For expenditures over \$1,000 but under \$3,000 the board member overseeing the Public Works Department can authorize in writing (email is acceptable) without board approval, notifying the board at the next regularly scheduled meeting.
3. For expenditures in excess of \$3,000 board approval is required and will need to be an item on a board meeting agenda.
4. If an emergency purchase is required for mission critical equipment that exceeds the limits in paragraph 2, any board member\* may approve in writing (email is acceptable) the expenditure. Should this provision be used the following must occur:
  - A. The approving board member must determine that an emergency condition exists, the need is immediate, and delay of the expenditure would impact critical services. This justification shall be provided in the approval to the Public Works Supervisor, and the notice to the Clerk-Treasurer;
  - B. If approval is given by a board member other than the Board Chair, the Public Works Supervisor shall immediately notify the Board Chair of the nature and amount of purchase. The board chair, at their discretion, may call a special or emergency meeting of the Town Board depending on the nature and circumstances of the emergency purchase;
  - C. The approving board member shall immediately notify the Clerk-Treasurer of the nature and amount of purchase;
  - D. The Clerk-Treasurer shall provide notice to all other board members of the purchase no later than the next business day; and
  - E. The emergency expenditure shall be placed on the agenda for the next regular board meeting where the Public Works Supervisor and approving board member provide a complete description of the goods and services required, amount spent, and a justification for use of emergency procedures.

\* The Public Works Supervisor shall reach out to board members for approval in the following order:

- 1) Town Board Chair
- 2) Board Supervisor overseeing Public Works
- 3) Any remaining Board Supervisor

Dated this 18 day of January, 2023.

  
Cairie L. Virrueta, Clerk-Treasurer

  
Derek Steffen, Chair

ADOPTED: January 18, 2023