



## STAFF REPORT

DATE: February 7, 2023  
CONSENT

**TO:** City Council

**FROM:** John Taylor, Building Official

**AGENDA ITEM:** Purchase of 2 - 2023 Inspection Vehicles for the Building Department

**REVIEWED BY:** Kristina Handt, City Administrator

---

### **BACKGROUND:**

The Building Department is requesting council to approve the motion for the purchase of 2 vehicles from White Bear Mitsubishi as part of the department's vehicle replacement program. The 2023-2027 Capital Improvement Plan included the replacement of B-002 2015 Jeep Compass and B-003 2017 Chevy Equinox.

### **ISSUE BEFORE COUNCIL:**

Should the City Council approve the purchase of 2 vehicles, as recommended by staff, and as outlined in the 2023 Capital improvement Plan?

### **PROPOSAL DETAILS/ANALYSIS:**

The City of Lake Elmo Building Department uses city owned vehicles to provide inspection services to its residents and contractors. The Building Department uses these vehicles to help accomplish these daily tasks. Currently the Building department replaces its vehicles every 5 years.

The 2023-2027 Capital Improvement Plan included the replacement of B-002 2015 Jeep Compass and B-003 2017 Chevy Equinox. The 2015 Jeep was kept because the CEO needed a vehicle and moved to replace in 2023. The 2015 Jeep has since been properly disposed of at auction. The 2017 Equinox would then be disposed of properly. The Building Department wishes to replace the Jeep and 2017 Equinox with 2, 2023 Mitsubishi Outlander Sport ES AWD- SUV. The Building Official sent out request to 5 dealers requesting information on pricing and received 2 quotes. The White Bear submitted bid was \$25,780.85 and Stillwater motors submitted a bid of \$26,725 per vehicle before other fees. The Building Official contacted Advanced Graphix and they would be about the same price for the application of Lake Elmo Logo. Currently White Bear has put 2 existing 2022 models on their lot with new state contract pricing.

The possibility that both these vehicles might not be available at the time of motion acceptance due to ongoing supply issues is still very high. The Building Department is asking that the motion allow the Building Official to be allowed to purchase an available vehicle with the City Administrator's approval if these vehicles are not available.

### **FISCAL IMPACT:**

Total state contract cost for each 2023 Model vehicle will be \$25,780.85. The City of Lake Elmo must pay registration fees Taxes and they are about \$1,800.00 per vehicle, \$205 for Graphic fees and about \$202 for floorboard protection for a total of \$27,987.85 per vehicle. \$30,000 per vehicle is budgeted in the 2023-2023 Capital Improvement Plan for Inspection Vehicles and is well under this.

**OPTIONS:**

- Approve the purchase of the 2 – 2023 Mitsubishi Outlander Sport’s
- Do not approve purchase

**RECOMMENDATION:**

If removed from the consent agenda:

**“Motion to approve the purchase of 2 – 2023 Mitsubishi Outlander Sport or available vehicles at a cost not to exceed \$30,000.00 per vehicle”**

**ATTACHMENTS:**

- A. White Bear Mitsubishi State Contract quote for 2023.
- B. White Bear Mitsubishi State Contract quote for existing 2022 Models
- C. Stillwater Motors cost quote.
- D. Advanced Graphix cost Quote
- E. Copy of Letter to dealers.
- F. Registration/Fees estimate.









# Vehicle Locator

**Dealer Information**

STILLWATER MOTOR COMPANY  
 5900 STILLWATER BLVD N  
 STILLWATER, MN 55082  
 Phone: 651-439-4333  
 Fax: 651-439-4425

KB79MPS20PB082478

Model Year: 2023	Event Code: 4800-Rail Ramp Unload
Make: Chevrolet	Order #: BZZBXC
Model: Trailblazer	MSRP: \$26,110.00
1TU56-LT FWD	
PEG: 1LT-Package 1LT	Order Type: TRE-Retail Stock
Primary Color: GAZ-Summit White	Stock #: N/A
Trim: HTH-Jet Black Cloth Interior	Inventory Status: Available
Engine: LIH-1.2L, Turbo	Total Cash Allowance: N/A
Transmission: MRG-Automatic, CVT	
	Total Cash Allowance: N/A

**Additional Vehicle Information**

**GM Marketing Information**

**Vehicle Options**

Chargeable Options	MSRP
00Y-CREDIT - NOT EQUIPPED W/ REAR PARK ASSIST; INCLUDES LATER RETROFIT	-\$50.00
SOR-Confidence II Package	\$145.00
ZL3-Convenience Package	\$520.00
<b>No Cost Options</b>	
FE9-Federal Emissions	
LIH-1.2L, Turbo	
MRG-Automatic, CVT	

Other Options

1LT Package 1LT  
AL9 Seat Adjuster, Power driver lumbar control  
B32 Front Carpeted Floor Mats  
B1M Keyless Start  
C68 Automatic Climate Control Air Conditioning  
DG6 Exterior Mirrors, Heated Power-Adjustable Body-Color  
ENL Engine Control, Disable Stop/Start  
HTH Jet Black Cloth Interior  
K34 Cruise Control  
K16 Power Outlet, 120-Volt  
PED Chevy Safety Assist Package  
PRP Remote Access Plan  
  
QA3 Tire, 225/60R17  
TB4 Manual Liftgate  
U03 Control Steering Wheel, Radio & Phone  
UDC 3.5" DIC  
UEU Forward Collision Alert  
UIJ Infotainment, 8" Color  
UKJ Front Pedestrian Braking  
UVC Rear Vision Camera  
  
A2X 8 Way Power Driver Seat  
AVJ Keyless Open  
B33 Rear Carpeted Floor Mats  
BTX Remote Start  
DD8 Interior Rearview Mirror, Auto-Dimming  
DMS Mirror Inside, Sunshade Driver  
  
GAZ Summit White  
IQR Chevrolet Infotainment 3, 7" Touchscreen  
KA1 Heated Front Seats  
N45 3 Spoke Steering Wheel  
PPW Wireless Apple Carplay/ Android Auto  
Q8V 17" High Gloss Black Aluminum Wheel with Machined Face  
T7A Projector Halogen Headlamps  
U2K Sirius XM Satellite Radio  
UD7 Rear Park Assist  
UE4 Sensor, Indicator Following alert  
UHX Sensor, Lane Keep Assist  
UJM Tire Pressure Monitor System  
UQ3 6 Speaker Audio System  
VK3 Front License Plate Bracket

\* indicates vehicle belongs to Trading Partner's inventory

Disclaimer:

GM has tried to make the pricing information provided in this summary accurate. Please refer to actual vehicle invoice, however, for complete pricing information. GM will not make any sales or policy adjustments in the case of inaccurate pricing information in this summary.



# QUOTE

## ADVANCED GRAPHIX INC

3600 LABORE ROAD SUITE 3  
 VADNAIS HEIGHTS, MN 55110  
 651-490-3221 FAX 651-490-3193  
[www.advancedgraphix.com](http://www.advancedgraphix.com)

QUOTE NO: 032222C  
 DATE: December 21, 2022

TO LAKE ELMO BUILDING DEPARTMENT [jtaylor@lakeelmo.org](mailto:jtaylor@lakeelmo.org)  
 3880 LAVERNE AVENUE NORTH  
 LAKE ELMO, MN 55042  
 JOHN TAYLOR  
 651-747-3910

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	2022 WHITE CHEVY EQUINOX		
1.00	COMPLETE NONREFLECTIVE CUSTOM GRAPHIC KIT	130.00	130.00
1.00	APPLICATION	75.00	75.00
Comments: <b>TAXES ARE NOT INCLUDED</b>		SUBTOTAL	\$ 205.00
		SALES TAX	
		SHIPPING	
		TOTAL	

*will be at this price.*

Quotation prepared by: Sally Knoche Email: [sally@advancedgraphix.com](mailto:sally@advancedgraphix.com)

To accept this quotation please sign & date below fax back to 651-490-3193 or email Sally

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THANK YOU FOR YOUR BUSINESS!**

*Contacted December 7 2022  
 Received Response 12-8-2022*





Date: December 7, 2022

To: Acquisition Management Specialist/Buyer

The City of Lake Elmo currently has a fleet of 3 white Chevy Equinox and 1 Jeep Compass and is looking for 2 vehicles to replace an older model Equinox and the Jeep Compass. The last vehicle purchased was a 2022 Equinox LS AWD. We are currently looking for 2 vehicles that are the same or similar in style and color to the Equinox. The vehicles being replaced won't be traded in on the new vehicle. We would also entertain pricing on small trucks as long as they are close to or under the budgeted cost of \$29,000. This cost will need to include all taxes and fees as Lake Elmo must pay these when purchasing.

The City of Lake Elmo is looking at purchasing these February of 2023 or sooner if available in stock but no earlier than January 24<sup>th</sup>.

Please submit a list of the vehicles that are on the MN State Contract that are available to the Building Official by December 28, 2022. The Building Official will then make a decision on January 6, 2023.

I can be contacted by phone or email for questions.

Sincerely,

John Taylor

Building Official

Lake Elmo, MN, 55042

651-747-3910

[jtaylor@lakeelmo.org](mailto:jtaylor@lakeelmo.org)



# Minnesota Motor Vehicle Registration | Cab Card

Minnesota Department of Public Safety  
Driver and Vehicle Services Division

Phone: 651-297-2126 | TTY: 651-282-6555  
Online: drive.mn.gov | Email: dvs.motor.vehicles@state.mn.us

**PAID**  
Staple Stickers Here

JUN 14 2022

DEPUTY REGISTRAR 065  
WASHINGTON COUNTY

**Residential Address**

3880 LAVERNE AVE N  
LAKE ELMO MN 55042-9627

**Registered Owner(s)**

CITY OF LAKE ELMO



Before applying tabs, make sure plates are clean and dry.

**Plate:** 968478  
**Plate Type:** Tax Exempt Local  
**Sticker:** B0012684  
**Registration Period:** 14 Jun, 2022 to 29 Feb, 2024  
**Vehicle ID Number:** 3GNAXSEVXNS165061  
**Year | Make | Model:** 2022 CHEV EQUINOX  
**Title Number:** 19568013-1  
**Vehicle Class:** Passenger Vehicle  
**Vehicle Use Type:** Tax Exempt

**Keep this Registration | Cab Card in your vehicle.**

If your vehicle is taxed based on the gross weight of the vehicle, you must keep this card in the vehicle at all times.

Minnesota Law (MS 169.791) requires that proof of insurance be in the vehicle at all times and shown to a peace officer upon demand.

I attest by this transaction that this vehicle is insured while operated upon the public roads as required by law. Proof of insurance will be carried in the vehicle.

**ADDITIONAL FEES**

ELECTRIC VEHICLE SURCHARGE:	0.00
EXPEDITED TITLE FEE:	0.00
RGW/FARM/INSTALLMENT FEE:	0.00
LEASE EXTENSION FEE:	0.00
REINSTATEMENT FEE:	0.00
SALVAGE INSPECTION FEE:	0.00
SPECIAL PLATE TRANSFER FEE:	0.00

**FEES**

ADMIN/REGISTRATION TAX:	10.00
PLATE FEE:	10.00
CONTRIBUTION FEE:	0.00
WHEELAGE TAX:	0.00
TECH SURCHARGE FEE:	2.25
PS VEHICLE FEE:	3.50
TRANSFER TAX:	10.00
TITLE FEE:	8.25
LIEN FEE:	0.00
MV SALES TAX:	1,736.80
LATE TRANSFER PENALTY:	2.00
SUB TOTAL:	1,782.80
STATE/DEPUTY FILING FEE:	11.00
TOTAL DUE:	1,793.80

Thank you for visiting office 065 Stillwater on: Tuesday, June 14, 2022 03:33 PM