



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appleton.org](http://www.appleton.org)

## Meeting Agenda - Final CEA Review Committee

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Tuesday, April 11, 2017

3:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[17-409](#) Minutes from December 13, 2016.

**Attachments:** [Minutes from December 13, 2016.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

6. **Information Items**

[17-405](#) Request to add a message board as an accessory to pickup truck #671.

**Attachments:** [Pickup Truck #671-meassage board.pdf](#)

[17-406](#) Request to upgrade pickup truck #675 to an extended cab when replaced in 2018 for a total additional cost of \$1,000.

**Attachments:** [Pickup Truck #675-upgrade.pdf](#)

[17-407](#) Request to upgrade pickup truck #59 to 4WD when replaced in 2018 for a total additional cost of \$1,000.

**Attachments:** [Pickup Truck #59-upgrade.pdf](#)

[17-408](#) Request to upgrade three (3) single axle trucks when they are replaced in 2018 to include dual auger salting units for a total additional cost of \$9,000 per truck.

**Attachments:** [Upgrade three \(3\) single axle trucks-2018.pdf](#)

- [17-423](#) Request for the addition of a lip broom and edger attachments to the Grounds Divisions bunker rake #466 when replaced in 2018 for a total additional cost of \$6,800.
- Attachments:** [Rake #466 replacement unit.pdf](#)
- [17-424](#) Request to add a deep tine aerator to the CEA fleet.
- Attachments:** [Deep tine aerator to the CEA fleet.pdf](#)
- [17-425](#) Request to upgrade Reid Golf Course greens mower #622 to a Hybrid E-cut mower when replaced in 2018 for a total additional cost of \$3,200.
- Attachments:** [Reid Golf Course greens mower #622.pdf](#)
- [17-426](#) Request for the addition of a lift gate to Facilities pickup truck #456 when replaced in 2018 for a total additional cost of \$3,000.
- Attachments:** [Addition of a lift gate to the #465 replacement unit.pdf](#)
- [17-427](#) Approve 2017 Seasonal Vehicles.
- Attachments:** [CEA Seasonal Vehicle Request.pdf](#)
- [17-428](#) Request to upgrade 13 Intensive Use patrol vehicles to Ford SUVs when replaced in 2018 for a total additional cost of \$52,780.
- Attachments:** [Upgrade 13 Intensive Use patrol vehicles.pdf](#)
- [17-429](#) Request for the addition of a laser box scraper to the Grounds Divisions case tractor #515 when replaced in 2018 for a total additional cost of \$8,200.
- Attachments:** [Add a laser box scraper to the #515 Case tractor replacement.pdf](#)
- [17-438](#) Request to upgrade Utilities Department pick-up truck #1518 to 4WD when replaced in 2018 for a total additional cost of \$1,000.
- Attachments:** [Upgrade Utilities Dept. pick up truck #1518.pdf](#)
- [17-439](#) Request to upgrade Sign Shop Truck #481 to an F550 with arrow board, air compressor and additional tool storage when replaced in 2018 for a total additional cost of \$61,200.
- Attachments:** [Upgrade Sign Shop Truck #481.pdf](#)

## 7. Adjournment

*Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.*

*Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible. Please contact Paula Vandehey at 920-832-6474 if you have any questions.*



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## Meeting Minutes - Final CEA Review Committee

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Tuesday, December 13, 2016

3:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Roll call of membership

**Present:** 4 - Vandehey, Saucerman, Alderperson Croatt and Alderperson Lobner

3. Approval of minutes from previous meeting

[16-1945](#)

Minutes from September 20, 2016

**Attachments:** [Minutes from September 20, 2016.pdf](#)

Alderperson Croatt moved, seconded by Saucerman, that the Minutes be approved. Roll Call. Motion carried by the following vote:

**Aye:** 4 - Vandehey, Saucerman, Alderperson Croatt and Alderperson Lobner

4. **Public Hearings/Appearances**

5. **Action Items**

[16-1946](#)

Request to single source tire contract with Pomp's Tire for 2017.

**Attachments:** [Contract with Pomps Tire 2017.pdf](#)

Saucerman moved, seconded by Vandehey, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

**Aye:** 4 - Vandehey, Saucerman, Alderperson Croatt and Alderperson Lobner

6. **Information Items**

7. **Adjournment**

Alderperson Croatt moved, seconded by Saucerman, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

**Aye:** 4 - Vandehey, Saucerman, Alderperson Croatt and Alderperson Lobner



*"...meeting community needs...enhancing quality of life."*

**DEPARTMENT OF PUBLIC WORKS**

**Operations Division**

**2625 East Glendale Avenue**

**Appleton, WI 54911**

**TEL (920) 832-5580**

**FAX (920) 832-5570**

**MEMO**

To: CEA Review Committee

From: Nate Loper, Deputy Director of Public Works

Date: March 17, 2017

Subject: Request to add a message board as an accessory to pickup truck #671

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The Department of Public Works (DPW) is requesting approval to add a message board to pickup truck #671 when it is replaced in 2017. This truck will be a 2017 Ford F-250 Ext Cab and will primarily be used by the water construction team.

The message board will be used to help improve the safety of the motoring public, as well as the safety of DPW staff working in construction zones. It will be primarily used by the water division for operations that take place in the road right of way. The board will be located ahead of work zones to warn traffic about lane closures, detours or unusual situations ahead. It will also be used to help control traffic speed in work zones and to provide notice of current and anticipated roadway conditions. In addition, we plan to utilize this message board during our snow removal (hauling) operations for the benefits listed above.

We received three (3) quotes for the purchase of the message board. The unit will be a 72"W x 49"H Wanco, 3 line message board and will be installed in the bed of the truck by CEA staff. We plan to purchase the message board from Truck Equipment Inc. for \$9,335. The following is a summary of the submitted quotes for the message board.

Truck Equipment Inc.	-	\$ 9,335.00
Casper's Truck Equipment	-	\$ 9,878.00
Monroe Truck Equipment	-	\$ 10,720.00

Per CEA Policy, anyone requesting an "add-on" or "accessory" item must obtain CEA approval and also fund the item. Therefore, the Department of Public Works is requesting approval to add the message board to truck #671. The funds for the message board are included in the approved 2017 water utility budget.

Thank you for your consideration.





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**FAX (920) 832-5570**

**MEMO**

To: CEA Review Committee

From: Nate Loper, Deputy Director of Public Works

Date: March 17, 2017

Subject: Request to upgrade pickup truck #675 to an extended cab when replaced in 2018

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The Department of Public Works (DPW) is requesting approval to upgrade pickup truck #675 to an extended cab when it's replaced in 2018.

Truck #675 is a 2010 compact pickup with a standard cab and four wheel drive (4WD). When this truck was purchased in 2010 it was downsized as a cost saving measure from a full size (1/2 ton), extended cab pickup with 4WD to the current compact pickup with no extended cab.

Since making that change in 2010 we have realized the importance of having an extended cab on this truck and would like to have it included with the replacement truck purchase. Adding the extended cab feature back to this truck would allow DPW staff to securely store tools, equipment, hard hats and other materials in the cab and out of the elements. Currently most items are stored in the open bed of the truck which is exposed to the elements and not secured.

The estimated additional cost to replace truck #675 with an extended cab is \$1,000. If approved, the additional cost for the upgrade will be included in the Public Works – Water Utility budget request for 2018.

Thank you for your consideration in this matter.



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**FAX (920) 832-5570**

**MEMO**

To: CEA Review Committee

From: Nate Loper, Deputy Director of Public Works

Date: March 17, 2017

Subject: Request to upgrade pickup truck #59 to 4WD when replaced in 2018

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The Department of Public Works (DPW) is requesting approval to upgrade pickup truck #59 to a four wheel drive (4WD) pickup when it's replaced in 2018.

Truck #59 is a 2010 rear wheel drive, compact pickup with an extended cab. When this truck was purchased in 2010 it was downsized from a 4WD truck to the current 2 wheel drive as a cost saving measure. Since making that change in 2010 we have realized the importance of having 4WD on this vehicle for increased safety and mobility in winter months.

Adding the 4WD capability back to this truck would allow DPW supervisory staff to more effectively provide supervision and customer service during periods when hazardous road conditions are present, and increase the safety of staff required to drive during those times. In addition, Public Works has agreed to provide the Appleton Police Department with 4WD trucks when needed during snow events. Therefore, adding 4WD back to this truck will not only help Public Works but could also help the Police Department respond to emergency situations as well.

The estimated additional cost to replace truck #59 with 4WD is \$1,000. If approved, the additional cost for the upgrade will be included in the Public Works - Sanitation budget request for 2018.

Thank you for your consideration in this matter.



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**2625 East Glendale Avenue**

**Appleton, WI 54911**

**TEL (920) 832-5580**

**FAX (920) 832-5570**

**MEMO**

To: CEA Review Committee

From: Nate Loper, Deputy Director of Public Works

Date: March 17, 2017

Subject: Request to upgrade three (3) single axle trucks when they are replaced in 2018

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The Department of Public Works (DPW) is requesting approval to upgrade three (3) single axle trucks with dual auger salting units when they are replaced in 2018 (truck #'s 13, 20 and 29).

These 3 trucks are 2006 single axle dump trucks and are three of the first seven salt trucks dispatched during snow and ice events. These trucks currently have a conventional tailgate mounted auger and spinner for placing salt on the roadway. We are requesting to upgrade them from the traditional tailgate mounted auger to a live bottom dual auger, RDS body with dual front spinners. We feel this upgrade will provide us with a more efficient alternative to the traditional style truck for responding to emergency salting operations.

Our first priority during snow and ice control operations is to treat our arterial and collector streets, in addition to the hills, bridges and curves. Most of these streets are 4 lane roads and require multiple passes to salt all lanes. The benefit of the live bottom, dual auger truck with front spinners is that it allows the truck to apply salt on two (2) lanes at once vs. one (1) lane at a time with a traditional truck. This greatly reduces our response time and is a much more economical method of salting wide streets. This style truck also allows the operator to salt the parking lanes when necessary, unlike the traditional salt trucks.

Another benefit with the dual auger truck design is the valve enclosure and hydraulic tank are mounted on top of the frame rail and behind the cab. Having these parts mounted in this location greatly reduces the salt exposure and corrosion, compared to the traditional truck design with these parts mounted on the frame rails.

The estimated additional cost to replace each of these trucks with a live bottom, dual auger system is \$9,000. If approved, the additional \$9,000 cost for the upgrade (per truck) will be included in the Public Works Department budget request for 2018.

Thank you for your consideration in this matter.





PARKS, RECREATION & FACILITIES MANAGEMENT

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 Facilities & Grounds  
1819 E. Witzke Boulevard  
Appleton, Wisconsin 54911-8401  
(920) 832-5514 Fax (920)993-3103  
[www.appleton.org](http://www.appleton.org)

To: CEA Review Committee

From: Greg Hoekstra

Date: 3/8/2017

Re: Request for the addition of a lip broom and edger attachments to the Grounds Division's Bunker rake #466 replacement unit.

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Parks, Recreation & Facilities Management Department is requesting permission to add a lip broom and edger attachment to the Grounds Division's Bunker rake #466 replacement.

Recent developments have made it possible to run a variety of powered attachments off the new bunker rakes. The attachment that is of main interest to the Grounds Division is a lip broom and an edger.

The transition between the infield surface and the outfield grass has a tendency to develop a hump due to the movement of infield mix into the outfield grass. This is caused by play, rain and wind. This hump becomes a safety hazard for trips and unpredictable ball hops. Typically this transition area must be hand raked, broomed, or sprayed with a water nozzle to keep the buildup of infield mix from occurring. With our department maintaining 17 ball diamonds throughout the City, this requires a considerable amount of time and labor. The lip broom allows the infield mix to be quickly broomed out of the grass edge preventing the formation of the lip hazard. The edger cuts the grass back that is constantly trying to encroach into the infield. The edger can also be used for the edging of sidewalks. The additional cost for these attachments is \$6800. If approved, the additional cost for the upgrade will be included in the Parks, Recreation and Facilities Management budget request for 2018.

Thank you for your consideration.



PARKS, RECREATION & FACILITIES MANAGEMENT

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 Facilities & Grounds  
1819 E. Witzke Boulevard  
Appleton, Wisconsin 54911-8401  
(920) 832-5514 Fax (920)993-3103  
[www.appleton.org](http://www.appleton.org)

To: CEA Review Committee  
From: Greg Hoekstra, Grounds Manager  
Date: 3/21/17  
Re: Request to add a deep tine aerator to the CEA fleet

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Parks, Recreation & Facilities Management Department is requesting permission to add a deep tine aerator to the CEA fleet.

The demand for Appleton athletic fields begins in early spring and lasts through fall. Play takes place regardless of soggy or drought conditions. This constant use leads to soil compaction. Compaction creates turf management problems by altering the physical properties of healthy soil including: decrease in pore space, decrease in soil oxygen content, reduction in water infiltration and percolation rates, increase in soil density, and increase in water retention. Although not a cure for all ills, deep tine aeration goes a long way in reducing these issues. A deep tine aerifier is a machine that punches a number of small holes into turf at depths of up to 10 inches, it does this with a heaving action that shatters the surrounding soil. This combination of creating a number of deep holes while shattering the surrounding soil helps to alleviate a number of the compaction problems listed. Compaction issues at Reid Golf Course would also be addressed with this machine. This machine would be mounted by 3 point hitch to a tractor currently in the fleet.

The cost of the deep tine aerator is \$27,567. If approved the monthly replacement reserve rates will be included in the Parks, Recreation and Facilities Management budget request for 2018.

Thank you for your consideration.



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**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

1819 East Witzke Boulevard  
Appleton, Wisconsin 54911-8401  
(920) 832-5572 FAX (920) 993-3103  
Email - [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org)

TO: CEA Review Committee

FROM: Jeff Plasschaert

DATE: 3/21/2017

RE: Request to upgrade Reid Golf Course greens mower #622 to a Hybrid E-Cut greens mower.

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Parks, Recreation & Facilities Management Department is requesting permission to upgrade Reid Golf Course's greens mower #622 to a Hybrid E-Cut mower when it is replaced in 2018.

#622 is currently used as a tee and surround mower, as new units come to Reid Golf Course we use them on the higher priority greens and flip units which were mowing greens towards tees and surrounds. The new Hybrid E-Cut is a hydrostatic transmission, gasoline powered mower, which in turn drives electric reel cutting units. The electric motors on the E-Cut mower provide less possible hydraulic leak points, less noise, and a consistent rate of cut at lower engine RPM's. Gaining the consistent rate of cut at lower RPM and quieter cutting units would allow the golf course maintenance staff the ability to work earlier and more efficiently without disturbing the neighbors. An additional benefit of the Hybrid E-Cut mowers is offset cutting units. Offset cutting units allow operators the ability to change their direction of cleanup passes and change the tire wear patterns on the greens which is very important when maintaining turf mowed at .125". Finally the ease of operation of the new Hybrid E-Cut mowers is greatly improved over the replacement machines. A simple armrest with levers to control reel engagement, RPM, and the raising and lowering of the cutting units make operating much simpler compared to multiple levers, gear shifting, etc. The golf course purchased a similar hybrid unit for use in 2016 with great results, on average 3 labor hours per week were saved mowing greens with this unit.

The estimated cost for this upgrade is \$3,200.00. If approved, the additional cost for the upgrade will be included in the Parks, Recreation and Facilities Management budget request for 2018.

Thank you for your consideration in this matter.





**PARKS, RECREATION & FACILITIES MANAGEMENT**

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 **Facilities & Grounds**  
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Appleton, Wisconsin 54911-8401  
(920) 832-5514 Fax (920)993-3103  
[www.appleton.org](http://www.appleton.org)

To: CEA Review Committee

From: Greg Hoekstra

Date: 3/8/2017

Re: Request for the addition of a lift gate to the 456 replacement unit.

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Parks, Recreation & Facilities Management Department is requesting permission to add a lift gate to the replacement of 456, a four wheel drive pickup.

Due to it being a four wheel drive pickup this unit has become our go to unit for snow shoveling. Currently the crew lifts single stage snow blowers in and out of this unit by hand. A lift gate would eliminate the risk of back injury, and increase the versatility of the truck overall.

The additional cost of this addition is \$3000.00. If approved, the additional cost for the lift gate will be included in the Parks, Recreation and Facilities Management budget request for 2018.

Thank you for your consideration.





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**DEPARTMENT OF PUBLIC WORKS**

**Operations Division**  
2625 E. Glendale Avenue  
Appleton, WI 54911  
TEL (920) 832-5580  
FAX (920) 832-5570

**To: CEA Review Committee**  
**From: Bruce Brazee**  
**Date: March 31, 2017**  
**Re: CEA Seasonal Vehicle Request**

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**Engineering Division**

The Engineering Division field staff requests five (5) vehicles during the construction season. (April through October)

Unit 84 (4WD Extended Cab Pickup)  
Unit 82 (AWD Van)  
Unit 195 (4WD Extended Cab Mini Pickup)  
Unit 1032 (Mini-Van)  
Unit 804 (Mini-Van)

**Traffic Division**

The Traffic Division field staff requests four (4) seasonal vehicles for use during the summer. (May through September)

Unit 908 (Impala)  
Unit 806 (4WD Pickup)  
Units 508 (2WD Pickup)  
Unit 509 (2WD Pickup)

**Parks, Recreation and Facilities Management Department**

The Parks and Recreation Department staff requests three (3) additional vehicles for use during the summer. (May through September)

Units 1026 (Mini-Van)  
Unit 1513 (Mini-Van)  
Unit 904 (Impala)

**Water Construction Division**

The Water Construction Division staff requests one (1) seasonal vehicle for the use of hydrant painting. (May through October)

Unit 660 (Cargo Van)

**Storm Water Division**

Storm Water Division field staff requests one (1) seasonal vehicle for the use of Storm Water Pond maintenance. (April through October)

Unit 676 (4X4 Ext. Cab Pickup)



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## POLICE DEPARTMENT

222 South Walnut Street • Appleton, WI 54911-5899  
(920) 832-5500 • Fax (920) 832-5553  
<http://www.appleton.org/police>

To: CEA Committee  
Director Paula Vandehey  
From: Chief Todd Thomas  
Date: April 2, 2017  
Subject: Intensive Use vehicle transition to Ford SUV

The police department received notice in 2015 that the Chevrolet Impala would not be available in 2017. A Vehicle Committee consisting of CEA personnel and APD officers was created to examine options for 2017 and beyond. The group researched and examined the issues and concluded that the SUV is the best overall police patrol vehicle.

Because it was cost prohibitive to transition the entire fleet, they recommended the AWD Sedan for 2017, with the belief we would be incrementally incorporating SUV's into the patrol fleet when we could fund the transition.

Below is the Vehicle Committee's findings regarding the SUV:

*The committee also recognized that there is an overwhelming desire amongst officers to incorporate more SUV's into the patrol fleet. The committee believes that the Ford Police Interceptor SUV has a number of additional benefits, not offered by the sedan.*

- *The SUV package allows for more storage space for officers to keep the equipment needed to perform their duties.*
- *We regularly see officers utilizing the prisoner compartment of the sedans to store additional equipment, which can be problematic.*
- *The SUV also provides ergonomic advantages that the sedan does not. The larger door opening and higher platform make entry and exit to the SUV much easier for officers.*
- *The elevated seat height and larger, less obstructed windows of the SUV also give the officer far more visibility to traffic and their surroundings. This equates to safer driving, and better observation of traffic infractions and other offenses.*
- *The SUV's higher profile, increased roof height, and extended roof length make it more visible to the public. Greater visibility allows for an increased awareness of police presence, an increased ability for citizens to see the vehicle when needed, and an increased impact when using emergency lighting equipment.*



*As the department moves forward with the acquisition of more SUV's, a notable feature between the Ford sedan and SUV is the ability to interchange a number of parts and components between the Ford SUV and sedan models.*

In 2018 we will be replacing our 13 **Intensive Use** patrol vehicles and this is the optimal time to make the transition for this portion of our marked fleet. The intensive use vehicles are shared by officers and operated 24 hours a day. These vehicles accumulate two to three times the mileage our other patrol units do. They are usually the first vehicles to break down, are out of service the most, and need the most maintenance. When they are rotated out they are of less value because of the condition they are in and their high mileage. An SUV is more durable and would maintain a higher value, and may have an extended life.

A transition to SUV's has been occurring across the country, with police departments and sheriffs' offices of all sizes, for many reasons:

- Police Departments are carrying more equipment in their vehicles that they need immediate access to when responding to dangerous situations. We are expected to have vests, helmets, less lethal weapons, emergency medical equipment, SWAT equipment and other pieces of equipment to save or protect lives.
- There is an expectation now to have this equipment always available. We have seen tragic incidents occur nationally, and agencies then questioned about why they didn't have equipment available to protect themselves or the public.
- Appleton SWAT team members carry their equipment with them, for obvious reasons, but this takes up space in their vehicles and they are not able to carry other equipment they need such as cones, flares, brooms, and other equipment. Frequently they have to use their back seat to store equipment, which is problematic when they have to transport prisoners.
- A supervisor told me when they have to transport multiple subjects, like victims or families, the SUV's are much better suited for that.
- The SUV's have the backup camera systems; backing crashes are the majority of LE at-fault crashes.
- The ergonomics of the SUV are better than the sedan. The higher stance of the SUV allows quicker and easier access and exit from the vehicle with less twisting and turning of the core. This is an area of common officer injury and complaint. There is also less "hang-up" on the steering wheel and seatbelt, during a high stress situation this could be a factor in safety.
- The sight lines make for safer operation, fewer blind spots and the squad is much more visible.
- The traction and control are extremely better in the snow, ice, and inclement weather we frequently drive in.
- The MPG for our current SUV's compared to our Sedans is similar. As the gas mileage has increased with the SUV's this isn't an issue anymore.
- The longevity and durability of the SUV is much better than the sedan, especially one that is a high mileage vehicle.
- When the vehicles are rotated out to other departments they will be able to benefit from the additional storage for the equipment that inspections, DPW, and other departments require, while also providing safer operation in inclement weather.

Offsetting the additional cost:

If we are going to make additions like this I believe we should first look to offset those costs in our own budget before we ask to pass them on to the taxpayers or impact other department's budgets.

We have identified the areas in our budget to offset this one year cost of approximately \$52,780. The areas we will be recommending changes to in our 2018 budget to offset the additional cost would be the removal or reduction in costs for:

- Range lead mining
- SMART unit
- ISU equipment budget
- Radar certifications
- Blood draw costs
- Printing
- Miscellaneous supplies and equipment

We will be able to offset the cost by pulling from portions of the above budgets and putting off non-critical purchases for a year.

The additional cost to lease these vehicles going forward will be minimal and absorbed in our budget.

Our plan would be to continue to incrementally transition our patrol fleet, as we can afford to, by offsetting costs or identifying other areas of savings in our CEA budget.

Thank you for your consideration.

A handwritten signature in black ink, appearing to read 'Todd Thomas', with a long horizontal line extending to the right.

Chief Todd Thomas





PARKS, RECREATION & FACILITIES MANAGEMENT

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1819 E. Witzke Boulevard  
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(920) 832-5514 Fax (920)993-3103  
[www.appleton.org](http://www.appleton.org)

To: CEA Review Committee

From: Greg Hoekstra, Grounds Manager

Date: 3/28/17

Re: Request to add a laser box scraper to the 515 Case tractor replacement

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Parks, Recreation & Facilities Management Department is requesting permission to upgrade the replacement of the Harley Rake that was purchased with the Case tractor unit 515 to a Level Best Box Scraper and keep the current Harley Rake as a spare.

The City of Appleton has 17 baseball diamonds that need to be maintained to standards of both aesthetics, playability and safety. Although crews may drag diamonds daily to smooth and fill minor imperfections, fields should be graded at least annually to repair larger issues and return the infield to a level that ensures safe play and proper drainage. Larger scale regrading is typically done in house by a crew with a tractor/box scraper, transit, and several string lines, or by a contractor with a grader. Doing it in house is both labor and time intensive and the expense of a contractor performing the work limits the number that can be completed in any given year. This has led to fields being graded once every several years rather than annually, leaving fields with surface imperfections that can lead to drainage issues and player injuries.

The Level Best grader is a laser controlled three point box scraper, that when paired with a cone laser set up on the pitcher's mound, can quickly bring an infield back to its correct grade. The ease and quickness of this unit will allow us to level all infields annually ensuring their safety and playability. Although it would be used primarily for baseball diamonds, this unit will also be very helpful in crowning soccer fields, grading ice rinks, and any other task that requires fine grading.

The additional cost for the Level Best Box Scraper upgrade is \$2,200. The estimated current salvage value of the Harley Rake is \$6,000. If approved, the \$2,200 for the upgrade and the \$6,000 salvage value cost to keep the old Harley Rake will be included in Parks, Recreations & Facilities Management's budget request for 2018.

Thank you for your consideration.



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Department of Utilities  
Water Treatment Facility  
2281 Manitowoc Rd.  
Menasha, WI 54952  
920-997-4200 tel.  
920-997-3240 fax

**TO:** Chairperson Lobner and Members of the CEA Review Committee

**FROM:** Chris Shaw, Utilities Director

**DATE:** March 29, 2017

**RE:** *Request to upgrade Pick-Up Truck #1518 to Four Wheel Drive in 2018*

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The Department of Utilities is requesting approval to upgrade pickup truck #1518 when it is due for replacement in 2018. The upgrade request is for a full size, extended cab, four wheel drive (4WD) pickup. The current vehicle, Truck #1518, is a 2008 rear wheel drive, compact pickup (i.e., Ford Ranger). It should be noted that Vehicle #1518 had replaced a full size, four wheel drive vehicle. The replacement to a smaller two wheel vehicle was justified at the time as an attempt to reduce operating and replacement costs.

The Water Utility would like to return to a full size, four wheel drive vehicle for a number of reasons. First, the utility is a 24 x 7 operation that requires maintenance activities to the satellite facilities (e.g., Lake Station, water towers, booster pump stations, PRVs, etc.) regardless of road conditions. The maintenance staff are reluctant to use this vehicle during any snow event based on the lack of traction and control. Second, the vehicle, if purchased, will be available for daily city wide sampling events. The operations staff have also expressed safety concerns regarding this vehicle during snow events. Finally, supervisory and management staff have opted to use their own vehicles in lieu of the compact vehicle for the reasons listed above. Adding the 4WD capability back to this truck would allow for the truck to be deployed for operations and maintenance events, regardless of weather conditions.

The estimated additional cost to replace truck #1518 with a 4WD replacement is \$1,000. If approved, the additional cost for the upgrade will be included in the Utilities Department budget request for 2018.

Thank you for your consideration in this matter.





DEPARTMENT OF PUBLIC WORKS  
Engineering Division – Traffic Section  
2625 E. Glendale Avenue  
Appleton, WI 54911  
TEL (920) 832-5580  
FAX (920) 832-5570

**To:** CEA Committee  
**From:** Eric S. Lom, City Traffic Engineer  
**Date:** March 15, 2017  
**Re:** Request to Upgrade Truck #481 when Replaced in 2018

The Sign Shop's two existing service vehicles are ½-ton pickup trucks equipped with basic utility bodies, ladder racks, lift gates and hydraulic post pullers. This configuration allows us to carry some of the gear and materials we need to conduct our operations, but it greatly hinders our ability to efficiently conduct our operations in the following regards:

- Inadequate tool/material storage
- Inefficient/injury-prone post driving system
- Safety lighting visibility problems
- Inadequate working area for sign assembly/disassembly
- Lack of a man-lift system

As a part of the truck replacement process, we researched a number of alternate truck types/capabilities that could address many of the operational problems posed by the current vehicle design. In the end, our research led us to three general design options:

- Option 1 (\$48,800 approximate cost): This option would replace the truck as-is. It would fail to address any of the operational efficiency and safety issues identified above and would present a long-term hindrance to our ability to properly maintain our ever-growing sign inventory.
- Option 2 (\$110,000 approximate cost): This option would replace the existing truck with a larger pick-up truck (F550) with significantly improved capabilities, as noted below:
  - Additional tool storage: This would minimize the need to come back to the shop to obtain the proper tools, which is a common issue with our existing truck since it is physically incapable of carrying all our tools.
  - Adequate storage for a wide-array of signs, sign posts and hardware: This would eliminate most of the trips back to the shop that currently need to be made in order to obtain the proper signs/hardware for field repairs (the existing truck has no accommodations for on-board sign storage, and very limited ability to carry other larger sign-related hardware, such as posts and soil anchors).
  - Addition of an air compressor: This would allow us to move from our unreliable two stroke gasoline-powered post driver to a pneumatic post driver, which would improve speed, reliability and worker safety.
  - Ability for workers to easily and safely access the truck bed from the curb side.
  - Addition of a full-size arrow board: The current truck has a small arrow "stick," with no ability to add a full-size arrow board. The existing arrow stick does not provide adequate safety/visibility, especially on high speed/volume roadways.
- Option 3 (\$180,000 approximate cost): This option would replace the existing truck with a full-size specialized sign maintenance truck. Nearly identical to the truck recently purchased by the Outagamie County Highway

Department, this type of truck could be customized to provide a wide array of options and capabilities. In addition to the items listed for Option 2, this option would include a man-lift system and an auger system, as well as additional space to provide more storage options.

After careful consideration of the various options available to us, as well as a thorough review of our own operational processes, we concluded that Option 3 would yield the greatest efficiencies. However, we did not believe the additional costs associated with it were justifiable. Conversely, we concluded that Option 1 was not in the best long-term interest of the City, as it would serve to "lock-in" the associated operational inefficiencies and safety concerns for another 10-15 years.

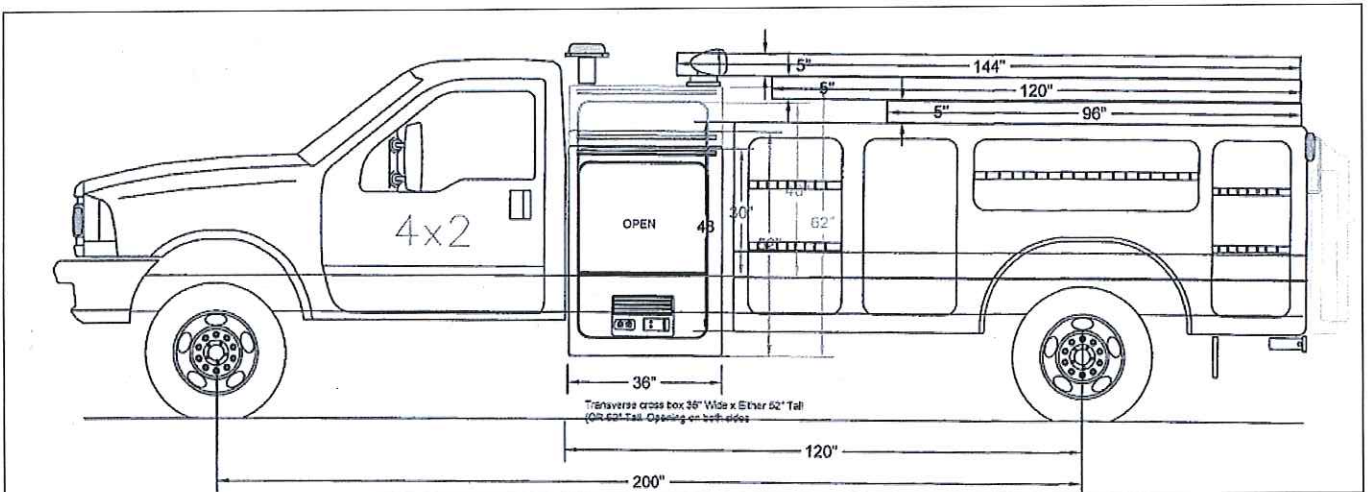
That said, we believe that Option 2 offers the best overall long-term value for the City by addressing nearly all of the identified concerns at a price we believe is reasonable. For this reason, we recommend upgrading Truck 181 as noted herein at an estimated additional cost of \$61,200. If approved, the additional cost for the upgrade would be included in the DPW budget for 2018.

Attachment: Example Photos





Option 1



Option 2



Option 3