

AGENDA  
FINANCE AND PERSONNEL COMMITTEE  
MONONA PUBLIC LIBRARY, MUNICIPAL ROOM  
1000 NICHOLS ROAD  
MONDAY, FEBRUARY 18, 2019  
**6:30 P.M.**

1. Call to Order.
2. Roll Call.
3. Approval of Minutes from February 4, 2019.
4. Appearances.
5. Unfinished Business. (None)
6. New Business.
  - A. Consideration of Resolution 19-2-2236 Purchase Approval – Bobcat Toolcat.
  - B. Consideration of Resolution 19-2-2237 Purchase Approval – Electric Vehicle.
7. Acceptance of General Fund Accounts Payable Checks Dated February 1-14, 2019.  
(Documentation of invoices paid is available in the City Clerk’s office.)
8. Adjournment.

**NOTE:** Upon reasonable notice, the City of Monona will accommodate the needs of disabled individuals through auxiliary aids or services. For additional information or to request this service, contact Joan Andrusz at (608) 222-2525 (not a TDD telephone number), FAX: (608) 222-9225, or through the City Police Department TDD telephone number 441-0399. The public is notified that any final action taken at a previous meeting may be reconsidered pursuant to the City of Monona ordinances. A suspension of the rules may allow for final action to be taken on an item of New Business. It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information or speak about a subject, over which they have decision-making responsibility. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

FINANCE AND PERSONNEL COMMITTEE MINUTES  
February 4, 2019

The regular meeting of the Finance and Personnel Committee for the City of Monona was called to order by Mayor O'Connor at 6:16 p.m.

Present: Mayor Mary K. O'Connor and Alderpersons Andrew Kitslaar and Doug Wood

Also Present: City Administrator Bryan Gadow, Finance Director Marc Houtakker, Parks & Recreation Director Jake Anderson, Public Works Director Dan Stephany, and City Clerk Joan Andrusz

APPROVAL OF MINUTES

A motion by Alder Wood, seconded by Alder Kitslaar to approve the Minutes of the January 22, 2019 Finance & Personnel Committee meeting, was carried.

APPEARANCES

There were no Appearances.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

Recreation Director Anderson reported the following truck purchase is an approved 2019 Capital Budget item. It replaces a current truck and will be used by new Park staff.

A motion by Alder Kitslaar, seconded by Alder Wood to approve Resolution 19-2-2321 Purchase Approval – Parks and Recreation Truck, was carried.

Recreation Director Anderson reported the following is for annual approval to allow staff to sell beer in parks, which is allowed by state law. The original plan was to move the “Traveling Biergarten” around to different parks, but Schluter Park worked out so well last year it will remain there and the Food Cart Cinema will move to different parks. All staff involved takes alcohol awareness training. The events are exempt from the fence requirement; set-up is too labor-intensive to be viable for such a short time period. The events were relaxed and most attendees were adults and families so he has no worries about beer being passed to minors. Cinema themes were described including a dog night and a date night. There will be no beer sales at the concerts in Winnequah Park.

A motion by Alder Kitslaar, seconded by Alder Wood to approve Resolution 19-2-2322 Allowing Beer Sales by Parks and Recreation Staff During Special Events in City Parks, was carried.

Public Works Director Stephany reported the new mower is an approved 2019 Capital Budget item. The low bid came in under budget. It will also plow snow. He described other snow fleet equipment.

A motion by Alder Kitslaar, seconded by Alder Wood to approve Resolution 19-2-2323 Purchase Approval of One Public Works Replacement Lawn Mower, was carried.

Public Works Director Stephany reported the new pickup truck will be purchased in the state cooperative purchasing contract and will be used by the Streets Supervisor. The current truck will be used by the new Digger's Hotline staff member. A compressed natural gas (CNG) model costs \$11,000 more, so a V6 engine was chosen.

A motion by Alder Kitslaar, seconded by Alder Wood to approve Resolution 19-2-2324 Purchase Approval of One Current Model Year ½ Ton Pickup Truck, was carried.

Public Works Director Stephany reported the cost sharing with the City of Madison for Atwood Avenue reconstruction was in the 2018 Capital Budget. The engineering for the joint project is under the \$70,000 budgeted. It will be similar to the Tompkins Drive project. The Agreement was reviewed and approved by the City Attorney. The Public Works Committee will review the design for Council approval in March. The two current southbound lanes will remain. The City's portion of construction costs is estimated at \$850,000.

Alder Wood reported federal funds are assigned to Cottage Grove and Buckeye Roads if the City of Madison and Dane County can reach an agreement; this has not been resolved yet. Part of those projects will get federal funding but other projects may get the funds first.

A motion by Alder Wood, seconded by Alder Kitslaar to approve Resolution 19-2-2325 Approval of a Cost Sharing Agreement Between the City of Madison and the City of Monona for the Reconstruction of Atwood Avenue, was carried.

A motion by Alder Wood, seconded by Alder Kitslaar to Convene in Closed Session under Wisconsin Statute Section 19.85(1)(e), Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (Firefighters Local 311 Bargaining Update). On a roll call vote, all members voted in favor of the motion.

Upon reconvening in Open Session:

Finance Director Houtakker reviewed recent Accounts Payables and answered member's questions.

A motion by Alder Kitslaar, seconded by Alder Wood to accept the General Fund Accounts Payable Checks Dated January 18 through January 31, 2019, was carried.

A motion by Alder Wood, seconded by Alder Kitslaar to adjourn, was carried. (6:45 p.m.)

Joan Andrusz  
City Clerk

**Resolution 19-2-2236  
Monona Common Council**

**PURCHASE APPROVAL – BOBCAT TOOLCAT**

**WHEREAS**, a Bobcat Toolcat machine will be a versatile piece of equipment for park operations; and,

**WHEREAS**, the City Council has approved one (1) Bobcat Toolcat with attachments in the 2019 Capital Budget for \$60,000; and,

**WHEREAS**, the vehicle scheduled for purchase is one (1) 2019 Bobcat Toolcat with a snow blower attachment and a salter/spreader attachment.

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Monona, Dane County, Wisconsin, that the Monona Parks and Recreation Department is authorized to order and purchase one (1) Bobcat Toolcat using the municipal discount at the base purchase price of **\$61,993.68**.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

BY ORDER OF THE CITY COUNCIL  
CITY OF MONONA, WISCONSIN

\_\_\_\_\_  
Mary O'Connor  
Mayor

ATTEST:

\_\_\_\_\_  
Joan Andrusz  
City Clerk

Requested By: Jake Anderson, Director of Parks & Recreation  
Approval Recommended By: Parks & Recreation Board – 2/12/19

Council Action:  
Date Introduced: 2-18-19  
Date Approved: \_\_\_\_\_  
Date Disapproved: \_\_\_\_\_

**City of Monona**  
**POLICY AND FISCAL NOTE**

<input checked="" type="checkbox"/> Original <input type="checkbox"/> Update	Substitute No. _____ Resolution No. <u>19-2-2236</u> Ordinance Amendment No. _____
--	--

**Title: 2019 Parks & Recreation Bobcat Toolcat Purchase**

**Policy Analysis Statement:**

**Brief Description Of Proposal:**

New equipment purchase of a Bobcat Toolcat. This piece of equipment is considered to be the most versatile and efficient piece of equipment for parks maintenance. It accepts all Bobcat attachments which can cross over to current DPW attachments and fulfills a multiple number of current and future maintenance practices in the parks, as well as another vehicle for trash/recycling collection, special event use, and winter snow removal from the new Riverfront Park.

**Current Policy Or Practice:**

**Impact Of Adopting Proposal:**

The truck selected is from Bobcat of Madison and includes the municipal discount. The cost of this piece of equipment includes a snow thrower attachment, a front bucket attachment, and a rear spreader attachment. The total cost for the unit and attachments comes to \$61,993.68. The difference will come from the saving for the park mower.

**Fiscal Estimate:**

**Fiscal Effect (check/circle all that apply)**

- No fiscal effect
- Creates new expenditure account
- Creates new revenue account
- Increases expenditures
- Increases revenues
- Increases/decreases fund balance \_\_\_\_\_ Fund

**Budget Effect:**

- Expenditure authorized in budget
- No change to budget required
- Expenditure not authorized in budget
- Budget amendment required

**Vote Required:**

- Majority
- Two-Thirds

**Narrative/assumptions About Long Range Fiscal Effect:**

**Expenditure/Revenue Changes:**

<b>Budget Amendment No.</b> _____				<b>No Budget Amendment Required</b> <input checked="" type="checkbox"/> _____				
Account Number				Account Name	Budget Prior to Change	Debit	Credit	Amended Budget
Fund	CC	Account	Object					
400	57	57620	898	Toolcat	\$60,000			<b>\$60,000</b>
<b>Totals</b>								

**Prepared By:**

<b>Department:</b> Parks & Recreation <b>Prepared By:</b> Jake Anderson, Parks & Recreation Director <b>Reviewed By:</b> Marc Houtakker	<b>Date:</b> 2/13/19 <b>Date:</b> 2/13/19
---	--

# City of Monona

## CAPITAL IMPROVEMENTS REQUEST FORM

1. Project Name: **Parks – ToolCat Equipment Purchase (2)**
2. Year Proposed: 2019                                      STAFF RANK: 2                      COMMITTEE RANK:
3. Requested By: Jake Anderson, Parks and Recreation Director
4. Prepared By: Jake Anderson, Parks and Recreation Director
5. Project Description And Justification (briefly indicate the size, location, type of projects or purchases, and time schedule involved in implementation):

Purchase of (2) Tool Cat machines for parks maintenance responsibilities. One piece of equipment would be housed at the River Front Park for snow removal/trash collection, flower bed maintenance. The other piece of equipment would be used for seaweed collection, special events, trash collection. We don't have enough-pick up trucks during peak seasonal periods, and these pieces of equipment are very versatile, utilize existing attachments that public works has.

There is a proposal under the Public Works budget to trade-in an existing John Deere tractor that is currently used by Parks staff for a variety of athletic field purposes such as aerating, topdressing, adding field material. If that piece of equipment is no longer available for parks staff to use, then we will not be able to self-perform key athletic field maintenance activities.

6. Total Project Cost:              \$110,000
  - A. Component Costs:
    1. (1) 5610 Tool Cat                                      \$60,000 (Includes 3 pt hitch)
    - (1) 5600 Tool Cat                                      \$60,000 (Includes snow removal attachment)





## Product Quotation

Quotation Number: 30594D030636

Date: 2019-01-31 13:44:07

Ship to	Bobcat Dealer	Bill To
City of Monona Parks and Rec Attn: Jake Anderson 1011 Nichols Rd Monona, WI 53716	Bobcat of Madison, Madison, WI 7101 MANUFACTURER'S DRIVE MADISON WI 53704 Phone: (608) 221-3360 Fax: (608) 221-4355 ----- Contact: Richard Detra Phone: 608-221-3360 Fax: 608-221-4355 Cellular: 608-235-2336 E Mail: rich@bobcatofmadison.com	City of Monona Parks and Rec Attn: Jake Anderson 1011 Nichols Rd Monona, WI 53716

Description	Part No	Qty	Price Ea.	Total
<b>Bobcat 5600</b>	M1221	1	\$53,404.00	\$53,404.00
Deluxe Road Package	M1221-P01-C01	1	\$2,322.00	\$2,322.00
Backup Alarm	Side Mirrors			
Turn Signals	Horn			
Flashers	Lower Engine Guard			
Tail Lights	Rear Work Lights			
Brake Lights	Headlights			
Rear View Mirror				
Cab Enclosure with Heater & Air Conditioning	M1221-R02-C03	1	\$4,864.00	\$4,864.00
High Flow Package	M1221-R03-C02	1	\$1,736.00	\$1,736.00
29 X 10.5 Trac Tire	M1221-R05-C04	1	\$546.00	\$546.00
Attachment Control	M1221-R08-C02	1	\$236.00	\$236.00
Power Bob-Tach	M1221-R12-C02	1	\$1,099.00	\$1,099.00
Radio Option	M1221-R15-C02	1	\$533.00	\$533.00
Traction Control	M1221-R16-C02	1	\$545.00	\$545.00
Engine Block Heater	M1221-A01-C02	1	\$130.00	\$130.00
29 X 12.5-15, 8 PR, Turf Tire Assembly	7115158	4	\$438.00	\$1,752.00
<b>Total of Items Quoted</b>				<b>\$67,167.00</b>
Dealer P.D.I.				<b>\$150.00</b>
Freight Charges				<b>\$933.00</b>
Dealer Assembly Charges				<b>\$0.00</b>
Discount Municipal				<b>(\$8,060.04)</b>
Discount Municipal				<b>(\$8,060.04)</b>
<b>Quote Total - US dollars</b>				<b>\$52,129.92</b>

**Notes:**

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes.

<b>Customer Acceptance:</b>	Purchase Order: _____
<b>Authorized Signature:</b>	
<b>Print:</b> _____	<b>Sign:</b> _____ <b>Date:</b> _____



## Product Quotation

Quotation Number: 30594D030637

Date: 2019-02-11 07:11:20

Ship to	Bobcat Dealer	Bill To
City of Monona Parks and Rec Attn: Jake Anderson 1011 Nichols Rd Monona, WI 53716	Bobcat of Madison, Madison, WI 7101 MANUFACTURER'S DRIVE MADISON WI 53704 Phone: (608) 221-3360 Fax: (608) 221-4355 ----- Contact: Richard Detra Phone: 608-221-3360 Fax: 608-221-4355 Cellular: 608-235-2336 E Mail: rich@bobcatofmadison.com	City of Monona Parks and Rec Attn: Jake Anderson 1011 Nichols Rd Monona, WI 53716

Description	Part No	Qty	Price Ea.	Total
SB200 Snowblower - 60" Width	M7001	1	\$4,692.00	\$4,692.00
--- 9.6 Hyd Motor Package (25 - 31 gpm)	M7001-R01-C04	1	\$1,257.00	\$1,257.00
			Total for these items	<b>\$5,949.00</b>
Description	Part No	Qty	Price Ea.	Total
HS8 Spreader	7157284	1	\$3,628.00	\$3,628.00
			Total for these items	<b>\$3,628.00</b>
Description	Part No	Qty	Price Ea.	Total
62" Low Pro Bucket		1	\$950.00	\$950.00
Total of Items Quoted				<b>\$10,527.00</b>
Dealer P.D.I.				<b>\$150.00</b>
Freight Charges				<b>\$284.00</b>
Dealer Assembly Charges				<b>\$52.00</b>
Discount Municipal				<b>(\$574.62)</b>
Discount Municipal				<b>(\$574.62)</b>
Quote Total - US dollars				<b>\$9,863.76</b>

**Notes:**

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes.

<b>Customer Acceptance:</b>	Purchase Order: _____
<b>Authorized Signature:</b>	
<b>Print:</b> _____	<b>Sign:</b> _____ <b>Date:</b> _____



**Resolution No. 19-2-2237  
Monona Common Council**

**PURCHASE APPROVAL – ELECTRIC VEHICLE**

**WHEREAS**, an increase in recreation programs and special events has increased the demand for city vehicles to haul supplies to various parks; and,

**WHEREAS**, a goal in the 2014-2018 Parks and Open Space Plan identified advancing green efforts in design, construction, and maintenance of facilities and operations. An electric vehicle was identified as meeting those goals while fulfilling a need for the department; and,

**WHEREAS**, the City Council approved one (1) electric vehicle in the 2019 Capital Budget for \$20,000; and,

**WHEREAS**, the Parks & Recreation Board reviewed the proposal and recommended the electric vehicle for purchase at the February 12, 2019 Parks and Recreation Board meeting.

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Monona, Dane County, Wisconsin, that the Monona Parks & Recreation Department is authorized to order and purchase one (1) electric vehicle from Yes Equipment & Services, Inc. for the purchase price of **\$19,982**.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

BY ORDER OF THE CITY COUNCIL  
CITY OF MONONA, WISCONSIN

\_\_\_\_\_  
Mary O'Connor  
Mayor

ATTEST:

\_\_\_\_\_  
Joan Andrusz  
City Clerk

Requested By: Jake Anderson, Director of Parks & Recreation  
Approval Recommended By: Parks & Recreation Board – 2/12/19

Council Action:

Date Introduced: 2-18-19

Date Approved: \_\_\_\_\_

Date Disapproved: \_\_\_\_\_

**City of Monona**  
**POLICY AND FISCAL NOTE**

<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Update	Substitute No. _____
		Resolution No. <u>19-2-2237</u>
		Ordinance Amendment No. _____

**Title: 2019 Parks & Recreation Electric Vehicle Purchase**

**Policy Analysis Statement:**

**Brief Description Of Proposal:**

This sustainable vehicle will be used by the spring, summer, and fall recreation and pool staffs to haul supplies from the Community Center to various parks where programs and special events are held. It will be used for general transportation of staff and utilized in marketing campaigns to highlight city sustainability efforts.



**Current Policy Or Practice:**

**Impact Of Adopting Proposal:**

The proposal cost is \$19,982 and falls within the budget of \$20,000

**Fiscal Estimate:**

**Fiscal Effect (check/circle all that apply)**

- No fiscal effect
- Creates new expenditure account
- Creates new revenue account
- Increases expenditures
- Increases revenues
- Increases/decreases fund balance \_\_\_\_\_ Fund

**Budget Effect:**

- Expenditure authorized in budget
- No change to budget required
- Expenditure not authorized in budget
- Budget amendment required

**Vote Required:**

- Majority
- Two-Thirds

**Narrative/assumptions About Long Range Fiscal Effect:**

**Expenditure/Revenue Changes:**

Budget Amendment No. _____				No Budget Amendment Required <input checked="" type="checkbox"/>				
Account Number				Account Name	Budget Prior to Change	Debit	Credit	Amended Budget
Fund	CC	Account	Object					
400	57	57630	856	Electric Vehicle	20,000			<b>20,000</b>
				<b>Totals</b>				

**Prepared By:**

Department: Parks & Recreation  
 Prepared By: Jake Anderson, Parks & Recreation Director  
 Reviewed By: Marc Houtakker

Date: 2/13/19  
 Date: 2/13/19

**Y  
E  
S** **Equipment & Services, Inc.**



Yale Lift Trucks  
 Yale Hoists & Trolleys  
 Reliable Rental Fleet  
 Capacity Trailer Jockeys  
 All Makes Parts & Service  
 Industrial Racking/Shelving  
 Taylor-Dunn Personnel Carriers  
 Full Line of Batteries/Chargers  
 Bendi/Drexels Mast Narrow Aisle Trucks

Locations: Madison, Menomonee Falls, Milwaukee, & Itasca, IL 262-783-7510 www.YESEquipment.com

February 12, 2019

Jake Anderson  
 City of Monona  
 5211 Shluter Road  
 Monona, WI 53716

Dear Jake,

We are pleased to offer our proposal for your Polaris GEM car:

Specifications:

Model: 2019 GEM eLXD  
 Body Color: White  
 Cab Configuration: Standard  
 Doors and Windows: Full Doors – White (Includes rear window)  
 Bed: Standard Bed  
 Carriers: Fold Down Stakeback Kit  
 Bumper: Rugged Front and Rear Bumper w/receiver  
 Wheels: 14”  
 Battery: Distance AGM (Maintenance Free)  
 Charger: 1 Kw Charger  
 Steering: LH tilt Steering Wheel with **Electronic Powered Steering**  
 Dash: Stereo with Heater  
 Windshield: Defrost and Windshield Washer  
 Roof: ELXD Light Bar,  
 Cab: Heater, LED Premium Headlights w/Defroster  
 Seating: Black seats  
 Travel Speed: 25 mph

**PRICE** ..... **\$19,982.00**

Lead Time: 6 Weeks ..... FOB: Delivered

Warranty: 2-Year ..... Terms: Payment due upon receipt of the vehicle

We wish to thank you for the opportunity to quote and trust we may have the pleasure of placing this equipment in your service.

Sincerely,  
**YES EQUIPMENT & SERVICES, INC.**

*Dwayne Lawhorn*

Dwayne Lawhorn  
 Director of Sales & Marketing

Accepted in lieu of formal purchase order

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

Title: \_\_\_\_\_

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