

**NOTICE OF MEETING**

**Maintenance Advisory Committee Meeting**

**Wednesday 17, 2020 5:00 P.M.**

**City of Lake Elmo | 3800 Laverne Avenue North**

**Agenda**

- A. Call to Order**
  
- B. Approve Agenda**
  
- C. Approve Minutes**
  - 1.) 2-11-2020
  
- D. 2021 – 2025 Public Works Vehicle CIP**
  
- E. Adjourn**

## MINUTES

### City of Lake Elmo Maintenance Advisory Committee Meeting February 11, 2020

**Members Present:** Dave Moore, Richie Springborn and Dick Weir

**Members Absent:** none

**Staff Present:** Public Works Director Marty Powers

**The meeting was called to order by Chair Moore at 4:50 PM.**

#### Approval of Agenda

**Agenda was approved unanimously.**

#### Approval of Minutes

a) 5-30-2019

b) 12-19-2019

**Minutes were accepted as presented.**

#### Utility Van Purchase

Powers presented on the proposed purchase of a new utility van to replace an outdated 2007 Ford utility van as outlined in the CIP. Powers said they looked at a Ford Transit and a Dodge Promaster. Comparing the two models, Public Works were drawn to the Dodge because it uses front wheel drive and the roof is tall enough for the guys to easily get in and out. The Dodge fits the budget much better than the Ford model. Mr. Moore asked Powers if he reached out to the local dealership. He said he did and never received a bid from them.

The committee expressed concern about only wanting a 2500 model instead of a 1 ton. Powers said everyone he talked to said that would be enough power to haul everything they need to and it is \$2,000 cheaper.

Mr. Weir was concerned that the 2500 model will not be able to handle all the weight and would want to upgrade to the 1 ton if possible. He also stated that reviews for this van is not great and he is nervous about front wheel drive.

Powers said they could choose an all-wheel model from Ford for \$16,000 more which would still be in budget, but Public Works was not impressed with that model.

Powers went through the quote sheet for outfitting the Dodge. Powers wants to remove the custom bulkhead and just keep the stock bulkhead to save \$1,000 if the committee wants to pursue the Dodge. With the outfitting Powers quoted the van purchase at \$43,000. He mentioned if they wanted to upgrade to the Ford it would run about \$14,000 more.

The committee asked if the outfitting would still be the same for the 1 ton, Powers said it would be. The 1 ton runs \$2,000 more than the 2500. The committee liked the safety features that were in the Ford model compared to the Dodge.

Weir was hesitant about going with the Dodge, if they go with the Dodge, he would at least like it to be the 1 ton model.

Powers reiterated that they were enough benefits for this Dodge model that attracted Public Works to the van. The van would be used mostly for utilities like water main breaks or lift station issues.

**Weir motioned to amend the model of the van to upgrade the Dodge model from a 2500 to a 1 ton. Seconded by Springborn. Motion carried.**

Moore clarified with Powers that the 1 ton model still has front wheel drive. Powers confirmed that. No further discussion.

**Motion by Wier, seconded by Springborn to recommend the purchase of a new 1 ton 2020 Dodge Promaster Utility Van. Motion carried.**

**Meeting adjourned at 5:35 p.m.**

**Respectfully Submitted,  
Alex Saxe, Deputy Clerk**

STAFF REPORT

DATE: June 17, 2020

ITEM #:

**TO:** Maintenance Advisory Committee  
**FROM:** Marty Powers, Public Works Director  
**AGENDA ITEM:** 2021-2025 Public Works Vehicle CIP  
**REVIEWED BY:** Kristina Handt, City Administrator

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**BACKGROUND:**

A Capital Improvement Program, or CIP, is a multi-year (typically 5 years) capital expenditure plan for a City's infrastructure (such as streets, parks and utility systems), and equipment and public buildings. It identifies the major vehicle purchases needed by public works, their potential costs and how they would be financed. A vehicle identified and budgeted through the CIP does not commit the city to that purchase. The City Council must specifically authorize each one, and the associated funding before any purchase may proceed. When the CIP is reviewed (ideally annually, in conjunction with the budgeting process) purchases may go forward as planned, advance ahead of schedule, be removed entirely, or new purchases may be added, these adjustments are dependent upon changes in circumstances and priorities.

The Minnesota Land Planning Act requires that the implementation plan portion of the Comprehensive Plan include a CIP for major infrastructure needs (transportation, wastewater, water supply, parks and open space) for a five-year time period. Cities often expand the scope of their CIPs to include other capital needs (major equipment replacements, for example) and sometimes look beyond the five-year time period, up to 20 years in the future for some projects. Such projects represent more of a "wish-list" that can be evaluated each time the plan is updated.

As a part of the Comprehensive Plan, the CIP has some legal standing. Minnesota Statutes Chapter 473.865 provides that "a local governmental unit shall not adopt any official control or fiscal device which is in conflict with its comprehensive plan." A fiscal device includes a budget or bond issue; so it is important that the plan and CIP be kept up to date and in synch with city budgets.

The primary benefit of a CIP is as a financial planning tool, to help the city plan for the impact of capital needs on future budgets and property taxes, and to help forecast the need for borrowing to undertake major projects. The information developed as part of the capital planning process can help document the need for various projects and help the City Council sort out competing priorities.

Lake Elmo's CIP includes all capital projects or vehicle purchases that cost at least \$25,000 and have a useful life span of five years or longer.

**ISSUE BEFORE COMMISSION:**

What public works vehicle purchases should be included in the 2021-2025 CIP? When should they be completed?

**PROPOSAL DETAILS/ANALYSIS:**

Included in your packet is a document listing all of the public works CIP vehicles staff is aware of at this time. We have updated the CIP to include replacing the Vac trailer with a VAC truck, replacing the backhoe with another backhoe not a trackhoe and replacing the 2006 plow truck with a tandem not a single axle. Other items such as the mini loader and tractor have been pushed back to allow more time to evaluate needs. The only other changes have been minor adjustments to timing and costs.

Are there any other items the Maintenance Advisory Commission would like to see in the 2021-2025 CIP need to be identified.

The commission can then also assign a priority to each purchase based upon the following framework:

1. Critical or urgent, high-priority projects that should be done if at all possible; a special effort should be made to find sufficient funding for all of the projects in this group.
2. Very important, high-priority projects that should be done as funding becomes available.
3. Important and worthwhile projects to be considered if funding is available; may be deferred to a subsequent year.
4. Less important, low-priority projects; desirable but not essential.
5. Future Consideration

**FISCAL IMPACT:**

The fiscal impact is dependent upon vehicle purchase selection and available funds. A one page summary in your packet provides a snapshot of the departments, vehicles and funding sources.

**OPTIONS:**

- 1) Committee identifies additional purchases to add/remove to the 2021-2025 CIP
- 2) No further projects are added so just the previously-identified purchases would be forwarded on in the review process by Finance and Council.

**RECOMMENDATION:**

*“Motion to recommend approval of the 2021-2025 items as presented.”*

**ATTACHMENTS:**

- 2021-2025 Draft Capital Improvement Plan for Public Works Vehicles

Capital Improvement Plan - 2021 - 2025

2021 thru 2025

City of Lake Elmo, Minnesota

Department Parks and Recreation

Contact Public Works Director

Type Equipment

Useful Life

Category Vehicles

Priority 3 Important

Status Active

Project # PR-015  
Project Name Dump Truck

Description

F550 pickup dump truck with chipper box and plow mount replaces 2009 vehicle.

Justification

End of Useful life

Expenditures	2021	2022	2023	2024	2025	Total
Equip/Vehicles/Furnishings		70,000				70,000
<b>Total</b>		<b>70,000</b>				<b>70,000</b>

Funding Sources	2021	2022	2023	2024	2025	Total
Vehicle Replacement Fund		70,000				70,000
<b>Total</b>		<b>70,000</b>				<b>70,000</b>

Budget Impact/Other

Capital Improvement Plan - 2021 - 2025

2021 thru 2025

City of Lake Elmo, Minnesota

Department Parks and Recreation

Contact Public Works Director

Project # PR-020  
 Project Name Utility Vehicle/Trail Groomer

Type Equipment  
 Useful Life 10 years  
 Category Vehicles  
 Priority 3 Important  
 Status Active

Description  
 Replaces 2014 Kubota

Justification  
 End of Useful Life

Expenditures	2021	2022	2023	2024	2025	Total
Equip/Vehicles/Furnishings				37,000		37,000
<b>Total</b>				<b>37,000</b>		<b>37,000</b>

Funding Sources	2021	2022	2023	2024	2025	Total
Vehicle Replacement Fund				37,000		37,000
<b>Total</b>				<b>37,000</b>		<b>37,000</b>

Budget Impact/Other

Capital Improvement Plan - 2021 - 2025

2021 thru 2025

Department Public Works Department

City of Lake Elmo, Minnesota

Contact Public Works Director

Project #	PW-004
Project Name	Loader

Type Equipment  
 Useful Life 15 years  
 Category Vehicles  
 Priority 2 Very Important  
 Status Active

Description
Replace 1999 loader

Justification
End of Useful Life

Expenditures	2021	2022	2023	2024	2025	Total
Equip/Vehicles/Furnishings			185,000			185,000
Total			185,000			185,000

Funding Sources	2021	2022	2023	2024	2025	Total
Vehicle Replacement Fund			185,000			185,000
Total			185,000			185,000

Budget Impact/Other

Capital Improvement Plan - 2021 - 2025

2021 thru 2025

City of Lake Elmo, Minnesota

Department Public Works Department

Contact Public Works Director

Type Equipment

Useful Life 15 years

Category Vehicles

Priority 2 Very Important

Status Active

Project #	PW-006
Project Name	Tractor

<b>Description</b>
Replace 2004 John Deere Tractor
Cost include all ditch and mowing attachments
Additional cost for snowblower (\$30k included in total)

<b>Justification</b>
End of Useful Life

Expenditures	2021	2022	2023	2024	2025	Total
Equip/Vehicles/Furnishings			130,000			130,000
Total			<u>130,000</u>			<u>130,000</u>

Funding Sources	2021	2022	2023	2024	2025	Total
Vehicle Replacement Fund			130,000			130,000
Total			<u>130,000</u>			<u>130,000</u>

<b>Budget Impact/Other</b>

Capital Improvement Plan - 2021 - 2025

2021 thru 2025

City of Lake Elmo, Minnesota

Department Public Works Department

Contact Public Works Director

Type Equipment

Useful Life 10 years

Category Vehicles

Priority 4 Less Important

Status Active

Project #	PW-019
Project Name	PickupTruck / plow

Description
Replacement for 2012 F250
End of usefull life (7 years)

Justification
Replacement for 2012 F250
End of useful life

Expenditures	2021	2022	2023	2024	2025	Total
Equip/Vehicles/Furnishings				41,000		41,000
Total				<u>41,000</u>		<u>41,000</u>

Funding Sources	2021	2022	2023	2024	2025	Total
Vehicle Replacement Fund				41,000		41,000
Total				<u>41,000</u>		<u>41,000</u>

Budget Impact/Other

Capital Improvement Plan - 2021 - 2025  
 City of Lake Elmo, Minnesota

2021 thru 2025

Department Public Works Department  
 Contact Public Works Director  
 Type Equipment  
 Useful Life  
 Category Vehicles  
 Priority 2 Very Important  
 Status Active

Project # PW-044  
 Project Name Back Hoe

Description  
 Replace 2006 Case Backhoe with a more manuverable unit.

Justification  
 End of Useful Life

Expenditures	2021	2022	2023	2024	2025	Total
Equip/Vehicles/Furnishings			85,000			85,000
<b>Total</b>			<b>85,000</b>			<b>85,000</b>

Funding Sources	2021	2022	2023	2024	2025	Total
Sewer Fund			17,000			17,000
Storm Water Fund			17,000			17,000
Vehicle Replacement Fund			34,000			34,000
Water Fund			17,000			17,000
<b>Total</b>			<b>85,000</b>			<b>85,000</b>

Budget Impact/Other  
 \$85,000 total cost split amongst water, stormwater , streets, and parks sewer

Capital Improvement Plan - 2021 - 2025

2021 thru 2025

City of Lake Elmo, Minnesota

Department Public Works Department

Contact Public Works Director

Type Equipment

Useful Life

Category Vehicles

Priority 2 Very Important

Status Active

Project #	PW-048
Project Name	Mini Loader

Description
Mini loader will be outfitted with necessary snow removal equipment for cul de sacs, narrow streets and sidewalks/paths

Justification
End of Useful Life

Expenditures	2021	2022	2023	2024	2025	Total
Equip/Vehicles/Furnishings			120,000			120,000
Total			<u>120,000</u>			<u>120,000</u>

Funding Sources	2021	2022	2023	2024	2025	Total
Vehicle Replacement Fund			120,000			120,000
Total			<u>120,000</u>			<u>120,000</u>

Budget Impact/Other

Capital Improvement Plan - 2021 - 2025  
 City of Lake Elmo, Minnesota

2021 thru 2025

Department Public Works Department  
 Contact Public Works Director  
 Type Equipment  
 Useful Life  
 Category Equipment: PW Equip  
 Priority 4 Less Important  
 Status Active

Project # PW-049  
 Project Name Asphalt Hot Box

Description

Replace trailer hot box unit with a dump style trailer unit

Justification

End of Useful Life

Expenditures	2021	2022	2023	2024	2025	Total
Equip/Vehicles/Furnishings	50,000					50,000
<b>Total</b>	<b>50,000</b>					<b>50,000</b>

Funding Sources	2021	2022	2023	2024	2025	Total
General Fund	50,000					50,000
<b>Total</b>	<b>50,000</b>					<b>50,000</b>

Budget Impact/Other

Capital Improvement Plan - 2021 - 2025

2021 thru 2025

City of Lake Elmo, Minnesota

Department Public Works Department

Contact Public Works Director

Type Equipment

Useful Life

Category Vehicles

Priority 1 Critical

Status Active

Project #	PW-050
Project Name	Dump Truck with Plow

Description
Replace 2006 model with a Tandem

Justification
End of Useful Life
The second tandem will be efficient all months of the year, not just efficient the four months of winter such as the single axles are. We have plans that would utilize both tandems all year- hauling snow out of cul de sacs, efficiently adding gravel or millings on shoulders and gravel roads, material from the pit to the shop for stock, moving street sweeping, fill and black dirt for park improvements and sewer water repairs. The addition of the tandem has allowed us to save on not only the fuel of running multiple small trucks but frees up the additional drivers aswell!! I am a HUGE fan of how efficient that truck is making things here. Jamie and I have already discussed changing up the plow routes so the tandems could plow in many of the new developments with wider roads not to mention they would not have to reload as often and the additional weight on the trucks add a ton of traction

Expenditures	2021	2022	2023	2024	2025	Total
Equip/Vehicles/Furnishings		265,000				265,000
Total		<b>265,000</b>				<b>265,000</b>

Funding Sources	2021	2022	2023	2024	2025	Total
Vehicle Replacement Fund		265,000				265,000
Total		<b>265,000</b>				<b>265,000</b>

Budget Impact/Other

Capital Improvement Plan - 2021 - 2025

2021 thru 2025

Department Public Works Department

Contact Public Works Director

City of Lake Elmo, Minnesota

Type Equipment

Project # PW-054  
Project Name Skidloader

Useful Life

Category Vehicles

Priority 3 Important

Status Active

Description

Additional skidloader to be used to mow park trails and asphalt in the summer. During the winter it can be used to aid in snow removal at city parking lots and possibly on park trails and sidewalks (w/blower)

2 speed highflow

Justification

additional skidloader needed due to growth in streets and parks

Expenditures	2021	2022	2023	2024	2025	Total
Equip/Vehicles/Furnishings		70,000				70,000
<b>Total</b>		<b>70,000</b>				<b>70,000</b>

Funding Sources	2021	2022	2023	2024	2025	Total
Vehicle Replacement Fund		70,000				70,000
<b>Total</b>		<b>70,000</b>				<b>70,000</b>

Budget Impact/Other

Capital Improvement Plan - 2021 - 2025  
 City of Lake Elmo, Minnesota

2021 thru 2025

Department Public Works Department  
 Contact Public Works Director  
 Type Equipment  
 Useful Life 10 years  
 Category Vehicles  
 Priority 3 Important  
 Status Active

Project # PW-060  
 Project Name Pickup w/plow

Description  
 Pickup with plow to replace 2014 F250

Justification  
 End of Useful Life

Expenditures	2021	2022	2023	2024	2025	Total
Equip/Vehicles/Furnishings				41,000		41,000
<b>Total</b>				<b>41,000</b>		<b>41,000</b>

Funding Sources	2021	2022	2023	2024	2025	Total
Vehicle Replacement Fund				41,000		41,000
<b>Total</b>				<b>41,000</b>		<b>41,000</b>

Budget Impact/Other

Capital Improvement Plan - 2021 - 2025

2021 thru 2025

City of Lake Elmo, Minnesota

Department Sewer Department

Contact Public Works Director

Type Equipment

Useful Life 20 years

Category Vehicles

Priority 2 Very Important

Status New Recommendation

Project # S-019

Project Name VAC Truck

Description

Used VAC Truck

Justification

As the City's water, sewer and storm sewer systems continue to expand at a fast rate we are seeing more and more of a need to maintain the utilities in a time sensitive manner. The addition of a VAC truck would benefit the city by improving the response time to sewer backups. It would allow more frequent cleaning of lift stations, reducing plugged pumps. We would Jet the required 1/3 of the cities sanitary mains as it fits our schedule. Currently we are not meeting the 1/3 rule due to the cost of contracting out the jetting. Water main gate valve boxes can be cleaned when full of sediment quickly to allow staff access to control valves to isolate main breaks. Plugged storm sewers and culverts can be cleaned quickly the same day issues are identified. The MPCA mandates we clean storm water sumps yearly. This piece of equipment would allow us to do the work in-house on our schedule instead of contracting it out. The Vac truck can safely and efficiently expose power, gas and communication lines. It reduces labor when excavating around curb stops, gate valves. This piece of equipment would replace the small VAC trailer unit we have now that cannot perform the majority of task provided above.

Expenditures	2021	2022	2023	2024	2025	Total
Equip/Vehicles/Furnishings				250,000		250,000
<b>Total</b>				<b>250,000</b>		<b>250,000</b>

Funding Sources	2021	2022	2023	2024	2025	Total
Sewer Fund				175,000		175,000
Storm Water Fund				75,000		75,000
<b>Total</b>				<b>250,000</b>		<b>250,000</b>

Budget Impact/Other