

**AGENDA  
CITY OF HARTFORD  
FINANCE & PERSONNEL COMMITTEE  
CITY HALL COUNCIL CHAMBERS  
TUESDAY, MARCH 9, 2021  
6:30 P.M.**

1. Call to order.
2. Roll call.
3. Public comment period.
4. Discussion and consideration of purchasing a 2019 Toro 5900-D plus spare parts along with trading in the 2006 Toro 580-D from Reinders Inc., Sussex, for a total cost not to exceed \$88,784.46. (Executive Summary attached)
5. Discussion and consideration of applying for the WCMA Internship Grant for a total of \$2,000 and the expense of an additional \$2,160 to pay for the intern for 40 hours per week for 13 weeks. (Executive Summary attached)
6. Adjournment.

NOTE: "PERSONS WITH DISABILITIES REQUIRING SPECIAL ACCOMODATIONS FOR ATTENDANCE AT THE MEETING SHOULD CONTACT THE CITY CLERK AT LEAST ONE (1) BUSINESS DAY PRIOR TO THE MEETING."

"MEMBERS OF THE COMMON COUNCIL MAY ATTEND THE ABOVE MEETING, PURSUANT TO STATE EX REL. BADKE V. GREENDALE VILLAGE BOARD, 173 WIS 2D 553, 494 N.W. 2D 408 (1993). SUCH ATTENDANCE MAY BE CONSIDERED A MEETING OF THE COMMON COUNCIL. THIS NOTICE IS GIVEN SO THAT MEMBERS OF THE COMMON COUNCIL MAY ATTEND THE MEETING WITHOUT VIOLATING THE OPEN MEETING LAW."

## Executive Summary

**Title:** Recommendation for the purchase of a Toro 5900-D 16' cut riding mower

**Background:** The 2021 Capital Improvement Program budget included a funding amount of \$95,000 for the purchase of a 16' cut riding mower to replace the 2006 Toro 580-D unit with 5,614 operation hours. The budget revenue sources making up this approved \$95,000 budget included an allocation of \$90,000 in general obligation borrowing with an estimated \$5,000 for trade-in or sale of the 2006 Toro 580-D. The current and new acquired grooming mower will have a 16' of cut and consists of two wing decks and an out front deck. It is used in mowing all large municipal parks and sport fields and is also used at the Hartford Airport.

Proposals were received as follows for new 2021 model Toro 5900-D and Jacobson HR800 mowers and two DEMO models that would include full factory warranty. Proposals requested an additional quote for wear item parts as follows; filters, spare set of cutting blades, set of mowing unit tires and mulching deck/blades. The manufacturer representative for Toro 5900 had available at the time of submitting the proposal two DEMO model units which are not 2021 model year and they do have some limited operational hours as noted.

<u>Company</u>	<u>Unit Model/Year/Price</u>	<u>Spare Parts</u>	<u>Total mower w/parts</u>	<u>Trade</u>	<u>Total w/Trade</u>
Reinders Inc. Sussex, WI.	2021 Toro 5900-D \$97,642.71	\$3,131.46	\$100,774.17	\$4,000	\$96,774.17
Reinders, Inc. Sussex, WI.	2019 Toro 5900-D DEMO with full factory warranty. Unit has 58 hours of operation. \$89,653.00	\$3,131.46	\$92,784.46	\$4,000	\$88,784.46
Reinders, Inc. Sussex, WI.	2018 Toro 5900-D DEMO with full factory warranty. Unit has 258 hours of operation. \$79,599.95	\$3,131.46	\$82,731.46	\$4,000	\$78,731.46
Horst Distributing Chilton, WI.	2021 Jacobson HR 800 \$89,985	\$3,174.00	\$93,159.00	\$5,500	\$87,659.00

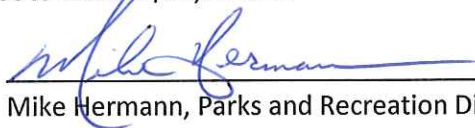
The two manufacturer model mowers were both evaluated with on-site demonstrations. Although they both meet the overall specifications and needs for a 16' grooming mower it was the opinion of the City's equipment operators and mechanic that the Toro 5900-D unit is a better design and fit. This included comments/consideration which favored the Toro as having better accessibility to perform general daily, weekly and seasonal service on the unit and the equipment operators noting improved comfort with the seating and controls. The City also has 30 years of experience with the Toro 16' mower model units as we have been running these Toro units since 1991. In that time, the City has been able to have a long and extended operational life with all of its Toro model mowers.


Based on the proposals above staff is recommending that the 2019 Toro 5900 DEMO unit with 58 hours for purchase. It will have a full factory warranty for coverage. Additionally if awarded to Reinders for


the purchase of a Toro mower, the company has agreed to take in trade-in for the amount of \$4,000 but they will also proceed to put that unit out for auction. Any additional excess sale from auction above \$4,000 will be returned to the City of Hartford as an account credit or check payment. The final amount is less any transportation fees in the auction sale incurred by Reinders. In the evaluation of auction and possible sale amount this is estimated that it could result in an auction sale from \$5,000 to \$7,500. The City's other consideration would be to purchase the recommended Toro demo unit with parts and not take the trade-in. Then staff would proceed to place this for sale through auction. The benefit of taking the trade-in is an assurance of the \$4,000 plus any extra at auction.

**Fiscal Impact:** The recommendation is to purchase the 2019 DEMO Toro 5900-D with spare parts and trade-in of \$4,000 for a total purchase of \$88,784.46. This is within the approved budget of \$90,000 and in account 424.425.574790.59501.

**Staff Recommendation:** Staff recommends the purchase of the 2019 Toro 5900-D plus spare parts and accept a \$4,000 trade-in for the 2006 Toro 580-D from Reinders Inc., Sussex, Wisconsin for a total cost after trade-in not to exceed \$88,784.46.

Prepared by:  3/3/21  
Mike Hermann, Parks and Recreation Director Date

Reviewed by:  3/3/21  
Dawn Timm, Finance Director Date

Approved by:  3/3/21  
Steve Volkert, City Administrator Date

Routing: Finance and Personnel Committee 3/9/21  
City Council 3/9/21



# Groundsmaster® 5900/5910 Specifications

GROUNDMASTER 5900, MODEL 31698 / GROUNDMASTER 5910, MODEL 31699	
ENGINE	Yanmar 3.3L, EPA Tier 4 Final and EU Stage IV emissions compliant, turbocharged diesel with direct injection and electronic high-pressure common rail. 72 HP (53.7 kW) @ 2500 rpm, Torque: 206 lb.-ft. (279 N·m) @ 1625 rpm Displacement: 202 cu. in. (3.3 L).
COOLING SYSTEM	24V dual electric fan banks for separate engine radiator and hydraulic oil cooling; fan banks are variable speed, with auto-reverse feature (SmartCool™, based on coolant and oil temps), radiator is cross flow, 3 rows, 9 fins per in. (FPI). Hydraulic oil cooler is crossflow, 6 FPI. Cooling fan banks lift away for fast, easy cleaning.
FUEL SYSTEM	Uses ultra-low sulfur diesel fuel only. Biodiesel compatible up to B20.
CAPACITIES	Fuel: 35 gal. (132L) Hydraulic: 19 gal (71.9 L). Engine Oil w/filter: 11 qt. (10.4 L). Coolant: 13.5 qt. (12.7 L) (Model 31698), 18 qt. (17 L) (Model 31699)
HYDRAULIC SYSTEM	Capacity: 19 gal (71.9 L) reservoir, Remote spin-on charge filter, Oil: Toro premium all season hydraulic fluid
TIRES/WHEELS	Front: 29x12.00-15, 6 ply rating, 32 psi; Rear: 23x10.50-12, 6 ply rating, 30 psi;
INSTRUMENTATION	Onboard LCD (InfoCenter™) display shows customizable gauges, service reminders, advisories/fauxts and troubleshooting assistance. Indicates fuel level, coolant temp, hydraulic oil temp, engine glow plug, low oil pressure, air cleaner restriction, 12 and 24 volt alternator voltage output, engine hours and rpm, and engine DPF regeneration.
POWERTRAIN	Full time automatic forward and reverse 4WD in low (mow) range. Front wheel drive in transport. Parallel hydrostatic, closed loop with cross wheel traction (CrossTrax™) design; traction drive pump: variable displacement piston, servo control. Front drive: 2-speed, fixed displacement high torque, low speed radial piston motors. Rear drive: single speed, fixed displacement, high torque, low speed radial piston motors. Smart Power® feature controls traction speed to maintain optimal cutting blade speed.
ELECTRICAL SYSTEM	Main: 12 volt system; Alternator: 12V, 80 amp, supplied w/ engine Battery: 1380 CCA (2x 690 CCA), Cooling Fans, Engine/Hydraulic cooling: 24 volt system; Alternator: 24V, 105 amp w/ remote sense; Battery: 350 CCA; Disconnect ON/OFF switch for 12 & 24 volt service safety.  Service: Dynamic, hydrostatic 4WD in low range. Front wheel drive braking in high range.  Parking: Electrohydraulic controlled via double-motion rocker switch. Spring applied, hydraulic released. Internal to front wheel motors. Automatically applies with engine OFF or key OFF Manual override from operator platform for servicing
PRODUCTIVITY	Infinitely variable speed. Forward speeds: mow: 0-10.8 mph (17.4 km/h) Transport: 0-20 mph (0-32.2 km/h). Reverse speeds: mow 0-5.7 mph (0-9.2 km/h), transport: 0-10.5 mph (0-16.9 km/h) transport. Speed control: Electronic, limits max speed. Maximum productivity: 20.8 acres/hr. (8.4 ha/hr). Typical productivity: 13.1 acres/hr (5.3 ha/hr)**; NOTE: For EU countries complying to ISO 5395, all speeds and mow rates should be reduced by 12%.
CONTROLS	Control arm, right armrest, travels with seat and suspension. Deck lift/lower, electrohydraulic switches. Throttle; electronic, variable. Traction pedal, electronic. Park brakes: double-motion switch. Steering; hydrostatic load sensing. Other: High/low range, PTO, cruise control, lights (31698 only), horn, key switch, wing deck transport latches (manual).
OPERATOR STATION	Operator platform; isolated rubber mounted. Seat: 4 way adjustable with vinyl (31698) or cloth (31699) cushions standard. Suspension: air-ride with 3 in. (7.6 cm) of adjustability. Steering: power and adjustable tilt. Traction Pedal: adjustable angle uses position sensor. Storage box, cup holder, and 12 volt power outlet, double USB port, standard.
STEERING	Uncut circle - 0" diameter. Turning radius - 86" (218 cm)
CAB (5910)	ROPS certified cab with heat, AC and the following standard features: climate system pressurized cab, heavy-duty pantograph front windshield wiper and washer, front windshield has 38" of visibility, interior mirror, fold away exterior side mirrors, molded front fenders, right and left doors and rear window have tinted (50%) glass, front and rear windows open, quick release window latches act as emergency exit, rubber sound isolator cab mounts and upholstered interior panels and headliner, textured neoprene floor mat, interior dome light. Power provided for optional aftermarket audio accessories. Optional road lights, rotating beacon and work lights available.
SAFETY AND LIGHTING	Standard (31698 & 31699): SMV sign rear mounted; LED brake, tail lights and flashers mounted in rear bumper; horn. ROPS Unit (31698) headlights, red and amber flashers, turn signals. Cab Unit (31699): Optional light kits, North American Road Light Kit (30706), Rotating Beacon Kit (31509), Work Light Kit (114-5610). Disconnect ON/OFF switch for 12 & 24-volt service safety.
CERTIFICATION	Meets or exceeds EU Machinery Directive (2006/42/EC); ISO 5395-2013 and ANSI B71.4-2012; ISO 21299 and SAE J1194; OSHA 29CFR1910.95 (SAE)J1175, European Directive 2000/14/EC, ISO 5395-2013; EN 55012:2007 and CISPR12. Model 31698 meets or exceeds ANSI/ASAE S279.12 (Lighting and Marking of Agricultural Equipment on Highways). Model 31699 air conditioning system meets SAE J1503, Section 8.
WARRANTY	Two year limited warranty.
VEHICLE WEIGHT (W/ FULL FLUIDS)	6,710 lbs. (3043 kg) (31698), 7,304 lbs. (3313 kg) (31699)
GROUND CLEARANCE	10.3 in. (26.1 cm)
DIMENSIONS	WIDTH: Transport: 99 in. (251 cm), Mow: 199 in. (505 cm) LENGTH: 174 in. (442 cm) HEIGHT: 85 in. (216 cm) (31698), 95 in. (241 cm) (31699) WHEELBASE: 77 in. (196 cm)

CUTTING DECKS	
TYPE	Three rear discharge rotary decks
CUTTING WIDTH	192 in. (488 cm), 57 in. (145 cm), 92 in. (234 cm), 144 in. (366 cm).
HEIGHT OF CUT	1-6" in (2.5 - 15 cm) in 0.5 in. (1.3 cm) increments.
CONSTRUCTION	11-gauge high-strength steel. 7-gauge, reinforcements, bullnose bumpers.
PROTECTION	Wing decks: 2 way shock absorption.
DECK DRIVE	HybridDrive™ - Hydraulic motor to spindle, remaining spindle(s), driven by "B" section v-belts.
TENSIONING	Automatic, spring loaded idlers.
SPINDLES	Shaft: 1.25" (3.2 cm) hardened steel. Housing: 9" (22.9 cm) ductile iron. Bearings: Greaseable tapered roller.
STANDARD BLADES	20" (50.8 cm), heat-treated steel blades.
OPTIONAL BLADES	Atomic™ mulching blades, flat blades.
SKIDS	4 reversible polymeric, 2 reversible steel

\*Specifications and design subject to change without notice. Products depicted in this literature are for demonstration purposes only. Actual products offered for sale may vary in use, design, required attachments and safety features. See distributor for details on all warranties.

\*\*Maximum productivity @ 10.8 mph (17.4 km/h) & 100% efficiency. Typical productivity @ 8 mph (12.9 km/h) & 85% efficiency





March 3, 2021

Mr. Mike Hermann  
City of Hartford  
Parks & Recreation Department  
109 North Main Street  
Hartford, WI 53207

Dear Mr. Hermann,

This letter is to confirm that Reinders agrees to provide the City of Hartford a \$4,000.00 trade value for the Toro Groundsmaster 580-D. This amount will be deducted from the bid price of the Toro Groundsmaster 5900 per the recent mower bid.

Reinders also agrees to place this trade in with one of our upcoming online auctions. Should the unit sell for more than the \$4,000.00, Reinders will provide a check to the City of Hartford for that dollar amount above the \$4,000 trade. Please note that we will deduct \$250.00 to cover transportation expense of the machine to the auction house.

Example: Unit sells at auction for \$5,000.00 a check in the amount of \$750 will be issued to the City.

If you have any further questions, please feel free to reach out to either myself or Derek Kastenschmidt.

We look forward to working with the City on this upcoming purchase.

Sincerely,

John Jensen

Commercial Equipment Division Manager

Reinders, Inc

**EXECUTIVE SUMMARY**

**APPROVING SUMMER INTERN UNDER WCMA GRANT FOR 2021**

**BACKGROUND:**

I was approached by a College Student which is looking into getting into Municipal Government. He is currently a Sophomore at Carthage College studying Political Science. He is scheduled to graduate with his Bachelor's Degree in May, 2023. He is looking for a Summer Internship with a local community.

The Wisconsin City/County Managers Association (WCMA) which I am a member of, has an internship grant available to pay half of all costs for an intern. This would cover \$2,000 of the anticipated \$4160 expected for the 13-week internship from May 24<sup>th</sup> – August 20<sup>th</sup>, 2021.

Upon discussion with the Department heads, several indicated that they had minor projects which they could have this intern perform during his 13 weeks which would give him a well-rounded experience.

I am requesting approval of the Council for the application of the grant and expenditure to have a Summer intern for 2021.

**ECONOMIC IMPACT:**

With the grant, the total cost to the City would be \$2160. If we do not receive the grant, we would not accept the internship.

**RECOMMENDATION:**

Staff recommends the approval of applying for the WCMA Internship Grant for a total of \$2,000 and the expense of an additional \$2160 to pay for the intern for 40 hours per week for 13 weeks.

REVIEWED BY: Steve Volkert DATE: 3-1-2021

Steve Volkert, City Administrator

Dawn Timm DATE: 3-1-2021

Dawn Timm, City Treasurer

Committee Routing:	Finance and Personal Committee	March 9 <sup>th</sup> , 2021
	Common Council	March 9 <sup>th</sup> , 2021



## Wisconsin City/County Management Association

### INTERNSHIP PROGRAMS

Revised June 24, 2020

### **Statement of Policy Purpose**

The WCMA Board of Directors has identified the importance of preparing the next generation of public managers for the responsibility of leading our public institutions. Preparation through internships within local governments will inspire students to learn about the profession and potentially devote their careers to public service. In addition, the valuable experience provided through internships will prepare these individuals for the challenges and opportunities of a career in public service.

WCMA will provide funding for both summer and year-round internship programs which must be matched by the local county or municipality. The summer internship program is established with the goal to create a sustainable undergraduate or graduate summer internship program to attract top talent into the profession. However, the county or municipality that is applying does not have to create an ongoing internship program to qualify for the grant. This could be for a onetime internship within a county or municipality.

The second program is designed as a year-long program-based internship targeted at graduate students, but undergraduate internships will be considered. WCMA will provide funding in its annual budget to assist counties and municipalities with creating internship programs that continue beyond the tenure of an individual student. The funding would be greater in the initial year and decrease in each sequential year to assist the municipality with phasing the program into their annual budget.

### **I. Internship Programs**

#### **Summer Internship**

WCMA will provide the host agency with a check in the amount of the grant award, not to exceed \$2,000, to be matched by the host organization. The host agency and the intern will determine the appropriate start and end dates for the internship, work schedule, and pay rate, based on the total internship budget (which may be greater than \$4,000, based on the duration and budget of the host organization; however, the WCMA funded sponsorship shall not exceed \$2,000 regardless of the overall host organization budget). WCMA funds are to be used solely for this program. Payment to the organization by WCMA will be made upon verification to WCMA that the successful county or municipality has hired an intern. The internship program can be used to sustain an existing internship position; however, priority will be given to new internship positions in the organization. Summer internships can be designated for graduate or undergraduate students. Managers are encouraged to secure matching funds prior to applying. Internships shall take place during the calendar year in which the scholarship grant has been provided.

### **Year-Round Internship**

While WCMA grant funding for year-round internships are mostly designed and targeted towards graduate level work, WCMA will still consider applications for year-round undergraduate internships. WCMA will provide the host agency a check per the following schedule:

- Year 1 allotment will be \$4,000
- Year 2 allotment will be \$3,000
- Year 3 allotment will be \$2,000
- Year 4 internship will be fully funded by organization

The host agency and the intern will determine the appropriate start and end dates for the internship, work schedule, and pay rate, based on the total internship budget (which may be greater than allotted funds, based on the duration and budget of the host organization; however, the WCMA funded sponsorship shall not exceed the budgeted amount in any given year regardless of the overall host organization budget). The county or municipality must demonstrate in the application the desire to use the intern for at least one full year. WCMA funds are to be used solely for this program. Payment to the organization by WCMA will be made upon verification to WCMA that the successful county or municipality has hired an intern. The internship program can be used to sustain an existing internship position; however, priority will be given to new internship positions in the organization. Internships shall start their year-round internship during the calendar year in which the scholarship grant has been provided. Managers are encouraged to secure matching funds prior to applying.

### **WCMA Scholar Internship Program Timeline**

- March 1: Internship grant proposals due from cities, villages, towns, and counties interested in hosting a WCMA Scholar Internship.
- March 15: Scholarship and Awards Committee selects and ranks cities, villages, towns, and counties. Based on the quality or number of applicants, it is possible in any given year that no intern scholarship will be awarded.
- April 1: Finalist municipalities/counties are contacted in the order of ranking to determine funding availability. Organizations will be contacted until all grant funds are awarded.
- June 1 (for summer interns): Finalist cities, village, towns, or counties notify WCMA of funding for matching share and the time-period for the grant.
- August 1 (for year-round interns): Finalist cities, village, towns, or counties notify WCMA of funding for matching share and the time-period for the grant.
- If the budgeted amount of grant funding is not distributed to the grant-winning organizations due to the inability to secure an intern or if there is money left over after grant awards are made, other organizations may submit an internship grant proposal for unspoken funding if they identify the need for an intern. The organization must submit a proposal per the guidelines above.

## **II. Award of Grant Funds**

Award of the grant will be based on the following:

- Matching funds are required to receive a grant award
- A grant submittal must include a position description containing the type of work to be completed by the intern and a plan detailing how the county or municipality will



contribute to the intern's education and exposure to the different aspects of county or municipal management

- Applicants who have not received a previous award will be given preference

There will be an agreement between WCMA and the organization receiving the graduate level program grant. The amount of a grant award is determined by the number of applicants and availability of funds. The Association has the right to terminate the agreement for any reason upon ninety (90) days advanced written notice of intention to terminate. The Association has the right to terminate the agreement for any reason upon ninety (90) days advanced written notice of intention to terminate.