

**City of Stoughton**  
**Street Department**  
**Fleet Purchase & Maintenance Policy**  
Adopted by the Common Council August 22, 2006

This policy outlines the procedures used by the Street Department to purchase and maintain a fleet that will provide safe working conditions, job efficiency and provide the best trade-in value and competitive pricing for the purchase of new fleet. In as much as the Street Department fleet varies with many different types of equipment, the following guidelines will be used to determine when and how to purchase new equipment. As schedule replacement time nears, all equipment will be evaluated to see if the scheduled replacement is needed at that time. Equipment/Vehicle evaluation will include: hours and/or mileage; age; body condition of cab, chassis, box, and attachments; the need for and/or usage of vehicle versus renting; and the duplication of equipment with other City Departments (Utilities, Parks and Planning). Before trading equipment avenues will be explored to see if trade in price versus selling out right is the best financial decision for the City.

- **33,000 G.V.W. Dump Trucks:** Trucks main purpose is used for street construction, brush collection and snow/salt removal. Trucks are equipped with plows, wings and spreaders. Trucks (including wings, plows, and spreaders) are replaced on a 15-year cycle. Trucks will be evaluated for replacing box and attachments only at the 15 year period if cab and chassis are in good condition. The bidding process will be used with competitive bids from vendors that meet our specifications for the purchase of new trucks.
- **One-Ton Dump Truck:** Trucks main purpose is used for street patching, cleaning storm-water inlets, brush collection and hauling materials and junk. Trucks are replaced on a 10-year cycle. The bidding process will be used with competitive bids from vendors that meet our specifications for the purchase of new trucks.
- **Pickup Trucks:** Trucks main purpose is used for sign inventory and repairs, street painting, diggers locates, haul materials, supplies and tools. Trucks are replaced on a 10-year cycle. The bidding process will be used with competitive bids from vendors that meet our specifications for the purchase of new trucks.
- **Front Bucket End Loader:** End-Loaders main purpose is for brush collection, street construction, snow removal and loading materials (dirt, blacktop, gravel, leafs). End-loaders have attachments for multi-use. End-Loaders are replaced on a 10-year cycle. The bidding process will be used with competitive bids from vendors that meet our specifications for the purchase of new front bucket end-loaders.
- **Bucket Backhoe Digger:** Backhoe Digger main purpose is for digging and is used for stormwater installation and maintenance, street construction, tree planting, and brush collection. Backhoe Digger is replaced on 15-year cycle. The bidding process will be used with competitive bids from vendors that meet our specifications for the purchase of new Bucket Backhoe Diggers. Staff will check with Utilities Department before purchase to check into rental options.
- **Motor Grader:** Motor Grader main purpose is for street construction, shaping ball diamonds and snow removal. The grader is not used as frequently as other equipment. Because of high cost for new grader, we will pursue the purchase of a used grader from a vendor that has used machines (5 to 8 years old) that meet our needs. Replacement is on 20 year cycle.
- **Street Sweepers:** Sweepers work in very dirty/dusty conditions. Street sweepers are replaced on a 10 year cycle. With new stormwater regulations, replacement may be sooner or by using a different type of machine. Because street sweepers vary widely in options, the Street Department will get price from vendors for street sweepers that meet our needs.

- **Asphalt Roller/Vibrator:** Main purpose for roller is street construction and small asphalt repairs. Asphalt Roller is replaced on 15-year cycle. The bidding process will be used with competitive bids from vendors that meet our specifications for the purchase of new Asphalt Roller/Vibrator. Staff will check with Utilities Department before purchase to check into rental options.
- **Loader Mounted Snow Blower:** Used for snow removal downtown and drifting problems throughout city. Snow blower is replaced on 20-year cycle. Very few vendors supply specialty equipment such as snow blowers of this size. Street Department will get prices from vendors for a snow blower that meets our specifications and needs.
- **Tractors 45 Hp to 65 Hp:** Tractors are used for mowing greenways and parks, snow removal/icing and a variety of park maintenance projects. Tractor is replaced on 15-year cycle. The bidding process will be used with competitive bids from vendors that meet our specifications for the purchase of new tractors.
- **Front Bucket Skidder:** Skidder has many uses with attachments that can be used with the machine. Snow removal, stump grinding and a variety of projects for the street and parks departments. Front Bucket Skidder is setup for replacement every year with no cost to the city to replace. Skidder is always under warranty.
- **Brush Chipper:** Brush chipper is used extremely at high rpm's. The chipper is replaced on a 6-year cycle. The bidding process will be used with competitive bids from vendors who meet our specifications for the purchase of new brush chippers.
- **Leaf Vacuums:** New 1-person operated truck mounted leaf vacuums will be purchased. Cab and Chassis is on an 18-20 year replacement with the vacuum on a 10 -12 year replacement schedule. Street Department will get prices from vendors for vacuums that meet our specifications and needs.
- **Bucket Truck:** Used for tree trimming and removal. Will replace with Utilities Department used bucket truck when a new truck is purchased by the Utilities Department.
- **Gyro Mower:** 6-year cycle using bidding process.
- **Ditch Mower:** 6-year cycle using bidding process.

The Street Department Capital Improvements Plan will cycle the equipment at the needed time. Unexpected equipment failure will result in altering or emergency purchases. The growth and service demand of the City of Stoughton may change this policy in order to provide what is best to operate safely and efficient.

Preventive maintenance for street department fleet is scheduled to assure all equipment receives necessary maintenance. Emergency repairs are made in a timely manner to minimize down time on repairs to equipment. Skilled Street Department personnel equipped with a wide range of mechanical tools are able to complete 90% of maintenance in-house. In addition to performing preventive maintenance to our fleet, the Fire Department and Parks Department use Street Department personnel for preventive maintenance for their fleet.

All service performed on equipment is recorded by the Street Department Mechanic. Records are kept on a computerized program located at the Street Department facility.

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