

**AD HOC POLICY AND PROCEDURE COMMITTEE
WEDNESDAY, MARCH 23, 2011 – 4:00 PM
CITY HALL BUILDING, CONFERENCE ROOM 2A**

The meeting was called to order by Mayor Connors at 4:05 pm.

Roll Call. Present: Alderman Fesenmaier, Alderman Marsala, Mayor Connors, City Clerk Reale, and Administrator Jordan. Also present: Alderman Mott.

Approval of minutes from the March 16, 2011 committee meeting.

Fesenmaier/Marsala motion to approve minutes from the March 16, 2011 committee meeting, as presented. Unanimously carried.

Comments from the public as allowed by Wis. Stats. 19.84(2), limited to items on this agenda. Comments will be limited to 5 minutes. None.

Continued review and discussion regarding current City Policies and Procedures and status of format revisions.

City Clerk Reale distributed updated copies of Chapters 1 and 3 that incorporated all recommended changes made during previous committee reviews. He noted the addition of a new subsection to Section 1.2 on the prequalification process for vendors. There was considerable discussion on this new subsection, particularly with respect to the City's procedures for handling bids that are received from vendors that had not been prequalified. As drafted, the policy stated that the City would reserve the right to refuse to open any bid for a public works project without prequalification approval, and that any bids received from non-prequalified vendors that were opened would not be awarded until such time that the vendor had become qualified. The consensus of the Committee was that the policy should stipulate that the City would reject any bids received from vendors that had failed the prequalification process; however, vendors that had submitted bids without applying for prequalification would be given ten business days to qualify before those bids would be rejected. The members felt this would be a better approach than simply leaving the bids unopened, as that could result in a situation where competitive bids meeting all specifications would not be reviewed by City officials. It was agreed that obtaining the most favorable price for the required work was an important component of the bid process. Staff was therefore directed to revise the prequalification subsection accordingly.

The Committee then discussed the various sections of Chapter 3, making recommendations for several minor modifications to correct grammatical and technical deficiencies. Upon the discovery of several errors in reference to sections of the Municipal Code, Administrator Jordan and City Clerk Reale were directed to review the citations throughout the manual to ensure that all such references were consistent with the Municipal Code and relevant state statutes.

The next Committee meeting was scheduled for April 6, 2011 at 4:00pm.

Marsala/Connors motion to adjourn at 5:56 pm. Unanimously carried.

/s/ Jeremy A. Reale, City Clerk

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED
BY THE AD HOC POLICY AND PROCEDURE COMMITTEE**