

AD HOC POLICY AND PROCEDURE COMMITTEE
WEDNESDAY, APRIL 6, 2011 – 4:00 PM
CITY HALL BUILDING, CONFERENCE ROOM 2A

The meeting was called to order by Mayor Connors at 4:11 pm.

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

Approval of minutes from the March 23, 2011 committee meeting.

Fesenmaier/Marsala motion to approve minutes from the March 23, 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 copies of a revised draft of Chapter 1, Section 1.2 (“Purchasing Procedures”), containing the modifications recommended by the Committee at its previous meeting. He noted that staff had added statements to clarify the prequalification process for bidding of projects in excess of \$10,000.00. As directed by the Committee, the policy now stated that a vendor who applies and fails to become prequalified would not be sent a bid package and, if a bid is submitted by such vendor, that bid would be rejected and remain unopened. A vendor who submits a bid without having applied for prequalification would be given ten business days to become prequalified so the bid could be considered for award. The Committee directed staff to strike any remaining references specifying that the prequalification process would only apply to public works projects, and to include citations to any applicable state statutes referenced in the policy document.

The Committee then perused the prequalification application packet drafted by Alderman Fesenmaier, using the existing public works prequalification packet as a template. This document was to be included in the policy as an appendix to Section 1.2. Some minor changes were recommended to ensure that the form would be as general as possible, as it would eventually be used for bids of all types of projects, goods, and services. With the recommended revisions, the consensus of the Committee was that Chapter 1 could be forwarded to the Council for consideration at its April 11, 2011 meeting.

Chapter 3, Section 3.3 (“Sidewalks”), was reviewed by the Committee. The provisions for sidewalk specifications included in the Policy Manual were compared with a document provided by DPW Winkler detailing the specifications used by the Public Works Department. Following discussion, the consensus was to add the language from the DPW document regarding thickness and concrete specifications to replace existing provisions in Section 3.3, and to include an additional provision for pre-pour and post-pour inspections of sidewalk forms.

The next Committee meeting was scheduled for Tuesday, April 12, 2011 at 4:00pm.

Marsala/Fesenmaier motion to adjourn at 5:44 pm. Unanimously carried.

/s/ Jeremy A. Reale, City Clerk

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