

**AD HOC POLICY AND PROCEDURE COMMITTEE
THURSDAY, SEPTEMBER 2, 2010 – 5:00 PM
CITY HALL BUILDING, CONFERENCE ROOM 2A**

The meeting was called to order by Mayor Connors at 5:06 pm.

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

Approval of minutes from the August 26, 2010 committee meeting.

Alderman Fesenmaier requested a correction of the drafted minutes to include a reference to the Personnel Committee recommendation that procedures be written to clarify the responsibility for updating policies and procedures on the City website.

Marsala/Fesenmaier motion to approve minutes from the August 26, 2010 committee meeting, as amended. 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.

Administrator Jordan distributed updated copies of Chapter 1, Sections 1.1 and 1.2, to the members.

The committee then reviewed Chapter 1, Sections 1.3, 1.4, and 1.5. During discussion of these provisions, the following modifications were recommended:

Section 1.3, Subsection entitled “Cooperative Procurement Programs”, was amended to include a reference to VendorNet as the state’s cooperative purchasing program.

Section 1.3, Subsection entitled “Maintenance and Service Contracts”, was amended to include the stipulation that city staff would check and verify references for any new vendor prior to council action on these contracts.

Section 1.3, Subsection entitled “Purchase of American Products”, was amended by striking the specified dollar amount of purchases.

Section 1.3, Subsection entitled “Complaints”, was amended to clarify that any complaints about the City’s purchasing and purchasing policies shall be placed in writing and investigated by the City Administrator. It was also specified that any complaints and results of subsequent investigations would be reported to the Finance, Licenses and Regulations Committee.

Section 1.4 title was changed to “Bidding Specifications”.

Section 1.4, Subsection entitled “Types of Specifications (B)”, was amended to state that brand or trade names may be used to establish a baseline for comparison of the quality of alternative company products. It was also clarified that vendors who bid on goods of supposed equal quality to those specified would be required to document that such goods are of equal or superior quality.

Section 1.5, Subsection entitled “Partial Deliveries”, would be rewritten to conform with the current practice employed by the City to pay for purchased items only upon the complete delivery of the total order.

The next committee meeting was scheduled for Friday, September 10, 2010 at 3:30 pm.

Fesenmaier/Marsala motion to adjourn at 6:35 pm. Unanimously carried.

/s/ Jeremy A. Reale, City Clerk