

**AD HOC POLICY AND PROCEDURE COMMITTEE  
WEDNESDAY, MARCH 9, 2011 – 4:00 PM  
CITY HALL BUILDING, CONFERENCE ROOM 2A**

The meeting was called to order by Mayor Connors at 4:09 pm.

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

**Approval of minutes from the November 29, 2010 committee meeting.**

Marsala/Fesenmaier motion to approve minutes from the November 29, 2010 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, including all modifications that had been made at the Council level. Alderman Marsala noted that there was some inconsistency in the language of Chapter 1 with respect to “purchase orders” versus “purchase requests”. City Clerk Reale responded that the Committee had previously discussed making uniform references to “purchase requests” throughout the manual; however, staff had indicated that the City still used purchase orders. Comptroller Pollitt, who had been asked to join the meeting, confirmed this. City Clerk Reale suggested that the Committee needed to develop some sort of consensus on the terminology to be used, and he would make those changes to the manual accordingly. Following discussion, the consensus of the Committee was to use “purchase order” throughout the policy manual.

The Committee then discussed Section 1.2 on the City’s purchasing procedures. It was recommended to move the statement that “all purchases over \$10,000.00 must be approved by the Common Council at a public meeting” to the beginning of that subsection. The Committee also recommended splitting the current subsection on “Purchases from \$500 to \$10,000” into two separate sections pertaining to purchases of \$500 to \$2,500 and \$2,500 to \$10,000, respectively.

There was some question about the City’s practice regarding the pre-qualification of vendors. Administrator Jordan stated that bid packets are submitted to vendors on the City list of pre-qualified vendors and to other vendors responding to the bid notice. He noted that these other vendors were first sent pre-qualification forms to complete before being issued the bid packets. DPW Winkler was contacted and offered to provide a copy of the pre-qualification form for inclusion in the policy manual. He added that the form was sent to all vendors on an annual basis to ensure that each of these vendors was still qualified. Mayor Connors suggested the possibility of having the approved vendor list available for public access on the City’s website. Alderman Fesenmaier felt that it might

not be necessary to have the list posted on the website; however, it should be maintained in the City Clerk's office so it could readily be made available to anyone upon request. The Committee noted that the policy currently lacked any language regarding the procedures for the receiving and opening of formal bids, and Administrator Jordan and City Clerk Reale were directed to create a new subsection on the bid process to outline those procedures. Staff would also review Sections 1.3 and 1.4 to determine whether the order of these sections should be rearranged. With the recommended changes, the consensus of the Committee was that Chapter 1 could be forwarded to Council for action at its March 28, 2011 meeting.

The Committee then briefly reviewed Chapter 3. There was considerable discussion on Section 3.3 regarding sidewalk repair and replacement, and whether the language in the subsections on sidewalk specifications and repair should be adjusted for a more logical flow. Discussion on Chapter 3 would continue at the next meeting of the Committee.

The next Committee meeting was tentatively scheduled for March 16, 2011 at 4:00pm.

Fesenmaier/Marsala motion to adjourn at 5:51 pm. Unanimously carried.

/s/ Jeremy A. Reale, City Clerk

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