

Finance Committee Meeting Minutes
July 7, 2009

Chairman Larsen called the meeting to order at 7:10 PM.

Members Present: Mayor Sullivan, Aldermen Larsen, Cochrane and Antonneau

Staff Present: Gard, Beguhn, Gallo, Lamp, Kitsembel, Duffy, Frye, Bednarski, Steinbach, Wohlfeil and Coenen

Others Present: Alds. Miller, Schmitter, Kohlenberg, Nold and Morgan and Atty. Chapman and Stan Sugden

2. Discussion on City Purchasing Policy

Kitsembel reported that Committee has before them a draft purchasing policy, for discussion purposes only. This draft defines the different categories of purchasing in more detail than the existing policy and is laid out in the format of what our current practice has been. The purpose of this policy is to provide guidance and procedures for staff to follow for procurement of goods and services for all City departments. The controls and procedures set forth are intended to provide reasonable assurance that the lowest cost, highest quality good or service is obtained, while balancing department operations. This policy covers items that have been included in the City budget, as approved by the Common Council, and any items not included in the budget that require specific approval by the Common Council and/or Committee prior to purchase. Kitsembel then briefed over the four major categories: purchase of goods, purchase of utility inventory, purchase of services and the construction of public buildings and improvement. Basically, nothing has changed except there is more detail. As for change orders, staff is researching using a percentage (15%), which is in line with State Statutes. Staff also talked with other utilities across the state and found they use basically the same practice for large volume inventory purchasing. The Committee felt the more detailed policy is a good overview of purchasing practices.

Motion by Antonneau to adjourn; second by Cochrane. Motion carried 3-0. The meeting adjourned at 7:24 PM.

Minutes taken by
Diane Coenen, City Clerk
Ald. Antonneau, Secretary