

LEGISLATIVE/LICENSING COMMITTEE MEETING
Monday, July 13, 2020 at 4:30 p.m.
Caledonia Village Hall – 5043 Chester Lane

1. Call to Order
2. Approval of Minutes 7/6/2020
3. Review and Discussion of 2-4-25 Expenditure Policy
4. Adjournment

Dated July 10, 2020

Karie Pope
Village Clerk

Only committee members are expected to attend. However, attendance by all Board members (including non-members of the committee) is permitted. If additional (non-committee) Board members attend, three or more Board members may be in attendance. Section 19.82(2), Wisconsin Statutes, states as follows:

If one-half or more of the members of a governmental body are present, the meeting is rebuttably presumed to be for the purposes of exercising the responsibilities, authority, power or duties delegated to or vested in the body.

To the extent that three or more members of the Caledonia Village Board actually attend, this meeting may be rebuttably presumed to be a “meeting” within the meaning of Wisconsin’s open meeting law. Nevertheless, only the committee’s agenda will be discussed. Only committee members will vote. Board members who attend the committee meeting do so for the purpose of gathering information and possible discussion regarding the agenda. No votes or other action will be taken by the Village Board at this meeting.

LEGISLATIVE/LICENSING COMMITTEE MEETING

CALEDONIA VILLAGE HALL

5043 CHESTER LANE, RACINE, WI 53402

Monday July 6, 2020

1. Call to Order

Trustee Stillman called the meeting to order at 5:00 p.m. In attendance were:

Committee Members: Trustee Stillman for Trustee Wanggaard-(recused) and Trustee Weatherston for Trustee Prott.

Absent: Trustee Prott was excused

Department Managers: HR Director/Assist. Administrator Toni Muisse and Attorney Elaine Ekes.

2. Approval of minutes

Trustee Weatherston motioned to approve the minutes as printed from June 8, 2020. Trustee Stillman seconded. Motion carried unanimously.

3. Special Events Permit for Racine Moose Lodge, 5530 Middle Road

Motion by Trustee Weatherston to approve the Special Events Permit for Racine Moose Lodge, 5530 Middle Road. Seconded by Trustee Stillman. Motion carried unanimously.

4. Adjournment

There being no further business, Motion by Trustee Weatherston to adjourn the meeting at 5:03 p.m. Trustee Stillman seconded. Motion carried unanimously.

Respectfully submitted,

Karie Pope
Village Clerk

Village of Mount Pleasant Purchasing Policy

The State of Wisconsin has established written policies governing procurement that guide the Village of Mount Pleasant and ensure compliance with [State Statute 16.75](#) and [34 CFR, ¶ 80.36](#). The Village of Mount Pleasant's purchasing policy (based on Wisconsin State Statutes) may be viewed on the Village's web site.

The Finance Department is responsible for ensuring that all of the Village of Mount Pleasant's procurements comply with Village policies and procedures as well as State law. It is important to remember that purchasing decisions are made with limited financial resources that may impact Village taxpayers. The following highlights provide a working overview and are not all inclusive.

- The Village of Mount Pleasant's purchasing policy may be more, but not less, restrictive than the State of Wisconsin Statutes.
- Procurement transactions must be conducted in a manner that provides open and free competition.
- Employees are encouraged to utilize cooperative purchasing opportunities with other governmental agencies and municipalities.
- Village departments should patronize Wisconsin businesses - in particular businesses within Racine County. Further, Village departments should consider small and minority business enterprises and businesses in labor surplus areas of Wisconsin to fulfill their needs.
- Specific brand name items may be purchased when Village departments require employees to be trained on a particular brand of equipment. Letters from department heads and/or minutes from an advisory committee meeting regarding the need for a specific brand must be provided to Finance staff prior to the purchase of a specific brand.
- Finance Department staff are a resource to assist and provide purchasing guidance as needed.
- *The Storm Water and the Sewer Utility are exempt from this policy.*

PURCHASING ROLES AND RESPONSIBILITIES

Department employees generally participate in the purchasing process as follows:

INITIATOR Department Staff (Completes the following steps)

- Identifies a procurement need, discusses with department head or department manager.
- Performs research to define specifications and identify product(s) that will meet the need.
- All proposed purchases-requiring a budget transfer between funds must also go to the Village Board for approval.

Less than \$5,000 (Budgeted Item)

- Complete a request for payment and forward to Finance Department for payment – provided the purchase is represented in the current budget.
- Requires department head approval.

\$5,000 but less than \$25,000 (Budgeted Item - Competitive quotes encouraged but not required.)

- Optional – Initiator department staff solicits quotes from two (2) or more vendors who compete for the business, which may result in meaningful savings.
- Receive quote sheet(s) from vendor(s).
- Complete the purchase order in Springbrook to low quote vendor.
- Forward quotes obtained to the Finance Director and the Administrator.
- Applicable approvals are completed in Springbrook. (Initiator department is responsible for tracking approval flow.)
- Requires department head approval.
- Finance Director is final approver of the purchase order.
- Finance Department staff create the PO and distribute PO to vendor.

\$25,000 up to \$50,000 (Budgeted Item – Department heads work to develop specifications, and department staff solicits quotes from vendors.)

- Allow three (3) to four (4) weeks to complete this process.
- Department heads solicit written quotes from a minimum of three (3) vendors. This step is required if there is not a current competitively awarded contract available to “piggyback.”
- Department reviews and compares the quotes received.
- Finance and initiator department staff identify the lowest quote meeting specifications.
- If lowest quote does not meet specifications, the next lowest quote is reviewed and so on until a quote meeting specs is identified. (Must document why a low quote is not accepted – e.g. does not meet specs and why/how.)
- Initiator department staff enters purchase order in system to vendor with lowest quote meeting specs.
- Applicable approvals are completed in Springbrook.
- Finance Director is final approver of the purchase order.
- Department staff create PO and distribute PO to the vendor.

Greater than \$50,000 (Budgeted Item –Department heads work to develop specifications and solicit RFP’s.)

1. A Bid or Request for Proposal (RFP) is required when there is not an existing governmental or other competitively awarded contract to “piggyback.”

- Allow six (6) to ten (10) weeks to complete this process.
- Contact the Finance staff to identify the public notice and public bid opening timelines.
- Department staff works with Finance staff to develop Bid or RFP solicitation document and specifications.
- Department staff enters purchase order in Springbrook using “BID” as the vendor name.
- Include all relevant information in the purchase order and enter estimated costs.
- Finance staff manages and completes the solicitation process.
- Department staff and Finance staff review and evaluate vendor bids/proposals-
- Purchase Order(s) is (are) issued based on administrator and finance director approval.

NOTE: A Public Notice in a newspaper or other approved media is required when soliciting suppliers for purchases that are expected to exceed \$50,000 and are subject to Bid or RFP rule.

2. **An existing Government or State of Wisconsin approved competitively-awarded contract is available to “piggyback.”**

- Allow four (4) to eight (8) weeks to complete process.
- Contact the Finance staff to review the details of the “piggybacked” contract and confirm the details of the order and to identify the processing timelines.
- Enter a purchase order in Springbrook in the vendor name.
- Include all relevant information in the purchase order including cost.
- Department staff and Finance staff review the vendor proposal to be recommended to the administrator.
- Purchase Order(s) is (are) issued based on administrator and finance director approval.

The following **summarizes** the requirements for **Quotes, Bids or Request for Proposals.**

QUOTES/BIDS

\$5,000 to \$24,999 - Solicitation of competitive quotes recommended – not required.

\$25,000 to \$50,000 - **Allow three (3) to four (4) weeks for the formal quote process.** The applicable Department will solicit written quotes from a minimum of three (3) vendors.

Over \$50,000 - **Allow six (6) to ten (10) weeks for this process.** Class 1 ad is published in local newspaper or other approved media. **Administrator and finance director approval required prior to award.**

Quotes or bids are NOT required, but may be solicited, if a purchase:

- Is from a vendor under a State Contract or other approved contract negotiated by an organization recognized by the State of Wisconsin as a negotiating body.
- Is through a Cooperative Purchasing Agreement secured by another entity and approved by the State of Wisconsin, such as another municipality.
- Is from another governmental unit.
- Is from a vendor that is a proven sole source of the product - requestor to prove only this vendor can supply the product or service. (This includes but is not limited to proprietary items such as equipment that works only with existing software programs or heating/cooling controls to operate existing equipment.)

NOTE: There may be one company that manufactures a product and several distributors; this is NOT a sole source product.

Observe Departmental and Village approval requirements for procurement.

NOTE: Public Construction Contracts

Please note that pursuant to Wis. Stat. Section 61.54, all contracts for public construction shall be let by the Village Board in accordance with Wis. Stat. Section 62.15. That section, entitled “Public Works,” requires that public construction, the estimated cost of which exceeds \$25,000, shall be let by contract to the lowest responsible bidder. If the estimated cost of any public construction exceeds \$5,000 but is not greater than \$25,000, a Class I notice must be given of the proposed construction before the contract may be executed. These requirements do not apply where a public emergency exists, or if the

materials for such a project are donated or if the labor is provided by volunteers. The Village Board may also provide, by a 3/4 vote, that public construction be done directly by the Village without submitting the same for bids. See Wis. Stat. Section 66.0901 for specific competitive bid requirements.

EMERGENCY PROCUREMENT

An emergency situation may prevent the Village from adhering to the competitive procurement process.

- Emergency Procurements – When public exigency or emergency will not permit a delay incident to competitive procurement, municipalities may determine the procurement methodology most appropriate to the situation. Emergency procurements are limited to procurements necessitated by a threat to the continued operation of the municipality or to the health, safety or welfare of staff or the immediately affected general public. Written documentation of the basis of the emergency and the vendor selection methodology and selection must be maintained.

If an emergency procurement is appropriate, take the necessary action to maintain a safe environment and then contact the Village Administrator.

- Present the facts regarding the emergency to the Village Administrator or Finance Director.
- Provide information that supports an emergency procurement.
- Verify the budget amount is sufficient to fund the PO. If not sufficient, work with the Finance Director to adequately fund the PO.
- Receive Administrator's approval for an emergency purchase.
- Recommend a vendor that will provide the services and materials promptly to remedy the emergency.
- Enter a purchase order, and contact the approvers to expedite the approval process.
- Submit to the Finance Department, written documentation describing the emergency and the basis for selecting a particular contractor.