

**MINUTES OF A WORKSHOP MEETING
OF THE
LAPEER CITY COMMISSION**

SEPTEMBER 21, 2009

A workshop meeting of the Lapeer City Commission was held September 21, 2009 at Lapeer City Hall, 576 Liberty Park, Lapeer, Michigan. The meeting was called to order at 6:49 p.m.

Present: Mayor Sprague
Commissioners Bennett, Marquardt, Bostick-Tullius and Farrington.
City Manager Dale Kerbyson.
City Attorney Michael Nolan.

Absent: Commissioner Robinet.

Others Present: City Clerk Donna Cronce; Executive Assistant/Deputy City Clerk Tracey Russell; Police Chief Todd Alexander; Fire Chief Terry Kluge; Director of Financial Services Paul Boucher; Director of Public Works John Lyons; Assessor Tom Hubbell; Planning Director Linda Jackman; Housing Director Sara Coulter; Parks, Recreation & Cemetery Director Ray Turczyn.

Review of Purchasing Policy

City Clerk Donna Cronce provided an overall review of the Purchasing Policy. General concerns of the Commission were:

- **II. Budgetary Control:** Advisement of contracts, agreements, or large items purchased within the approved budget and meet purchasing thresholds.
- **VII. Awarding of Bids and Contracts:** Change value of City Manager approval to \$20,000 and Commission approval to exceed \$20,000.
- Check into use of a Delegation of Authority Policy that would define the chain of command and/or definitions of "designee" as related to the City Manager and Department Heads.
- **XI. Exceptions to Purchasing Thresholds:** Exceptions to Purchasing Thresholds to be – emergency purchases; - utilities, including but not limited to, electricity, gas, phone, water, internet; - Gasoline and diesel fuel; - Projects funded by grants or loans that require specific bidding or purchasing procedures different from the procedures found in this policy; - expenses covered by insurance claims.
- **XII. Waiver of Procedures:** Clarify language that City Commission may change any part or portion of the policy.

ADJOURNMENT

By general consensus of the Commission, the meeting was adjourned at 8:05 p.m.

William J. Sprague, Mayor

Donna L. Cronce, City Clerk