



## Office of the City Administrator

**To:** Mayor Welch, Common Council Members  
**From:** Al Hulick, City Administrator  
**Date:** February 2, 2016  
**Subject:** Discussion and Possible Action Authorizing the Milton Library Board to Advertise Bids for the Library Construction Project

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### Summary

After fund raising for over a year, the Library Board is now prepared to advertise bids for the construction of the Library Renovation Project. The project is expected to begin construction in April 2016. In order for the Library Board to begin the bid advertisement process, the City Council must grant the Milton Library Board authorization to start that process. The City Council will still review and approve the bids at the time bids are due and presented. The bid documents are attached to this document.

The proposed schedule at this time is:

1. February 3, 2016 – Begin the bid advertisement process
2. February 23, 2016 – Pre-bid conference
3. March 14, 2016 – Bids due
4. March 15, 2016 – City Council reviews and potentially approves bids

### Background

The common council has full authority over the library building remodeling project, consistent with section 43.58 (1), Wis. Stats. The common council, serving as the board of public works for the city, is responsible for complying with the statutory requirements involved in the advertisement for bids for the project. See section 62.15 (3), Wis. Stats. However, the City Council is permitted to authorize the Library Board to begin the bid advertisement process with an affirmative vote.

### Recommendation

The Milton Library Board and City Administration recommend the City Council authorize the Milton Library Board to begin the bid advertisement process.