

AD HOC POLICY AND PROCEDURE COMMITTEE
WEDNESDAY, JUNE 30, 2010 – 3:30PM
CITY HALL BUILDING, CONFERENCE ROOM 2A

Meeting was Called to order by Mayor Connors.

Roll Call: Alderman Marsala, Fesenmaier, Mayor Connors, Jennifer Pollitt, and Administrator Jordan.

Approval of minutes from the June 23, 2010 committee meeting.
Fesenmaier/Marsala motion to approve. Unanimously carried.

Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda, except for public hearing items. Comments will be limited to 5 minutes.
None.

Continued review and discussion regarding current City Policies and Procedures and status of format revisions.

Jennifer Pollitt reviewed the status of the new policy book revisions and format changes.

It was noted to place the standard footer on the introduction page.

The committee reviewed and made several changes to sections 0.1, 1.1, 1.6 and 1.7.

The committee is comfortable with 0.1 and has recommended it be sent to the Personnel or FLR committee. Mayor Connors and Administrator Jordan will determine which committee should review 0.1- the Communications Policy.

It was decided to review 1.1 through 1.5 at a later date after staff has had more time to review and suggest changes.

The committee requested that finalized policies be emailed to the members in lieu of providing final hard copies.

It was requested to send 1.6 and 1.7 to the Attorney for input as well as ask the Attorney to create a standard list of terms and conditions for purchasing.

The committee asked for information regarding surplus information from the State to the next meeting.

Marsala/Fesenmaier motion to Adjourn at 5:10pm.

/s/ Jennifer Pollitt