

**AD HOC POLICY AND PROCEDURE COMMITTEE
TUESDAY, AUGUST 17, 2010 – 7:30AM
CITY HALL BUILDING, CONFERENCE ROOM 2C**

Meeting was called to order by Mayor Connors at 7:35am.

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

Approval of minutes from the August 10, 2010 committee meeting.

Marsala/Fesenmaier motion to approve minutes from the August 10, 2010 committee meeting. Unanimously carried.

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

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

Dan Winkler discussed competitive bidding procedures regarding projects, equipment, repair/maintenance and professional services.

Administrator Jordan will check with Attorney Draper on legality of language regarding “the City reserves the right”.

Alderman Fesenmaier requested the Businesses/RFP and City Government/Bids links on the City website be linked to one page displaying all bids/RFPs open.

1.1-1.3 were reviewed and adjusted.

This is Jennifer Pollitt’s last meeting; she will create a spreadsheet showing the status of each policy and will type up instructions for the Clerk/intern to move forward with policy updates.

1.1 was changed to include the standard payment terms of the City.

Connors/Marsala motion to adjourn at 9:10am. Unanimously carried.

/s/ Jennifer Pollitt