

**AD HOC POLICY AND PROCEDURE COMMITTEE  
WEDNESDAY, MARCH 16, 2011 – 4:00 PM  
CITY HALL BUILDING, CONFERENCE ROOM 2A**

The meeting was called to order by Mayor Connors at 4:03 pm.

Roll Call. Present: Alderman Fesenmaier, Alderman Marsala, Mayor Connors, City Clerk Reale, and Administrator Jordan.

**Approval of minutes from the March 9, 2011 committee meeting.**

Fesenmaier/Marsala motion to approve minutes from the March 9, 2011 committee meeting, as presented. 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.**

City Clerk Reale distributed revised copies of the sections of Chapter 1 that incorporated changes recommended by the committee at its previous meeting. In a subsequent review of these documents, there was considerable discussion on the portions of Section 1.2 regarding the bidding process. Alderman Fesenmaier stated that the policy needed to specify that bid openings were to take place in a public venue. City Clerk Reale suggested revising the statement on bid openings to further specify that they would take place in a location at City Hall that is accessible to the public. It was also recommended to include an additional paragraph detailing the prequalification process for vendors and to include a sample "Prequalification Application Packet". This packet would be developed using the current public works prequalification form as a basic template that could be generalized for all projects, goods, and services to be let for bid. The committee directed Administrator Jordan and City Clerk Reale to review the section on purchases in excess of \$10,000.00 and to draft language clarifying the prequalification process.

The Committee then continued its review of Chapter 3, Section 3.3, on sidewalks. It was suggested that the provisions on sidewalk specifications, repair, and inspection needed to be reordered for a more logical flow. City Clerk Reale suggested merging all language on specifications into one section at the beginning of Section 3.3 and creating a new subsection entitled "Sidewalk Inspection and Repair". The members also discussed the possibility of including private streets on the list of snow removal priorities, as there was currently no listing of those roadways in the level of service ranking in Section 3.4.

The next Committee meeting was scheduled for March 23, 2011 at 4:00pm.

Fesenmaier/Marsala motion to adjourn at 5:53 pm. Unanimously carried.

/s/ Jeremy A. Reale, City Clerk

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED  
BY THE AD HOC POLICY AND PROCEDURE COMMITTEE**