

**AD HOC POLICY AND PROCEDURE COMMITTEE  
WEDNESDAY, JULY 7, 2010 – 3:30PM  
CITY HALL BUILDING, CONFERENCE ROOM 2A**

Meeting was called to order by Mayor Connors at 3:35pm.

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

**Approval of minutes from the June 23, 2010 committee meeting.**

Fesenmaier/Marsala motion to approve minutes from the June 30, 2010 committee meeting. 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 chapter one and two of the new policy manual.

Grammatical changes were suggested for 1.5, 1.6 and 1.7.

The committee reviewed and made several changes to section 1.8.

The committee decided to use the "City of Lake Geneva Safety and Health Procedures Manual" as the City's only safety manual. The manual will be incorporated into Chapter 2 of the policy manual. The 1997 safety manual will be annulled.

Jennifer Pollitt reported that staff was directed to provide changes to 1.2, 1.3, 1.4 and 1.5 by Friday, July 9. Staff suggestions will be brought to the committee at its next meeting.

Dennis Jordan will continue working with Attorney Draper for terms and conditions language.

Dennis Jordan will work with staff to create a bidding form for the sale of surplus goods valued over \$25,000 and another form for goods valued less than \$25,000.

Fesenmaier/Marsala motion to adjourn at 4:50pm. Unanimously carried.

/s/ Jennifer Pollitt