

**AD HOC POLICY AND PROCEDURE
COMMITTEE MINUTES
WEDNESDAY JUNE 23, 2010 – 3:30PM
CITY HALL BUILDING, CONFERENCE ROOM 2A**

Meeting was Call to order by Mayor Connors.

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

Marsala/Fesenmaier motion to approve minutes from the June 8, 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 new policy book revisions and format changes.

It was noted to change “appointed” in the last paragraph of the intro statement.

Add the words “City of Lake Geneva” to the Mission Statement.

It was discussed to have the last adopted date for the revision level.

It was requested to obtain the logo from the printer.

It was requested to have the footer with the last adopted date.

It was discussed when document changes, what the look of those changes would be.

It was requested the font be 12 point.

There was further discussion regarding content of some of the purchasing policy and it was decided the employees should review this policy and revisions of the current procedures should be made and brought back to the committee. The changes should be identified.

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

/s/ Diana Dykstra, City Clerk