

**AD HOC POLICY AND PROCEDURE COMMITTEE  
TUESDAY, NOVEMBER 16, 2010 – 4:00 PM  
CITY HALL BUILDING, CONFERENCE ROOM 2A**

The meeting was called to order by Mayor Connors at 4:15 pm.

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

**Approval of minutes from the September 22, 2010 committee meeting.**

Marsala/Connors motion to approve minutes from the September 22, 2010 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.**

Administrator Jordan distributed revised copies of Chapter 1, Sections 1.2 through 1.5, to the committee. These revisions corrected minor typographical errors in the documents, as suggested by Alderman Hartz. Copies of a new Section 1.9 on financial and internal controls audits were also distributed to the committee for review.

In subsequent discussion on the revised version of Section 1.2, the consensus of the committee was to amend the reference to “qualified vendors” contained in the section on purchases in excess of \$10,000.00 to read “pre-qualified vendors”. There was further discussion on the \$10,000.00 threshold and whether it might be appropriate to adjust that amount. Administrator Jordan was directed to contact other area municipalities for information on their bidding practices and report back to the committee. The committee also noted that the structure of the final paragraph of Section 1.2 was somewhat awkward, recommending that the first sentence be rewritten to clarify that the low bid must be accepted for public works projects over \$25,000.00.

During review of Section 1.9, Mayor Connors suggested that a provision be inserted into the policy to express a preference for having the audits of all component units of the City (Utility Commission, Cemetery, Library) be conducted by one auditing firm. Administrator Jordan responded that he would research the issue, although he believed it would be unlikely to happen in practice. The committee also recommended adding a provision to state that any comprehensive internal controls audit would be conducted by a firm other than the firm responsible for the annual financial audit.

The committee then proceeded to a review of Chapters 2 and 3. A minor modification was recommended for Article I of Section 3.2, changing a reference from “streets personnel” to “the Street Department”.

Chapter 4 was referred to the Piers, Harbors and Lakefront Committee for its review and input. The committee briefly discussed the Section 4.3 policy on coin collections at the Riviera fountain. It was recommended to modify Article II to strike the reference to the City Comptroller and clarify that collections would be monitored and supervised by the Harbormaster and the City Treasurer. It was noted that the collection policy needed to be rewritten to align the policy with the current practice of having both the Harbormaster and City Treasurer on site at the fountain for retrieval and collection. The committee also recommended striking the reference to “No Trespassing” signage at the fountain and instead making any reference to signage non-specific. In discussing Section 4.4 on Riviera rentals, the committee noted that the current policy only covered weekday rentals of the facility. It was suggested that this section be modified to incorporate policies for both weekday and weekend rentals of the Riviera.

The committee also reviewed the policies and procedures for parking, as outlined in Chapter 5. The members of the committee suggested combining Sections 5.1 (Parking Stickers) and 5.2 (Parking Regulations), as it was noted that much of the language in 5.1 had already been duplicated in 5.2. Revisions would also need to be made in the section regarding senior parking stickers to reflect the newly-instituted renewal period for those stickers. Concerning the resident parking stickers, the committee recommended striking the parenthetical reference to vehicle registrations not being required to be in Wisconsin. This chapter was referred to the Parking Commission for additional review and input before any further revisions would be made.

Connors/Marsala motion to adjourn at 5:48 pm. Unanimously carried.

/s/ Jeremy A. Reale, City Clerk