

**AD HOC POLICY AND PROCEDURE COMMITTEE  
TUESDAY, APRIL 12, 2011 – 4:00 PM  
CITY HALL BUILDING, CONFERENCE ROOM 2A**

The meeting was called to order by Alderman Marsala at 4:10 pm.

Roll Call. Present: Alderman Fesenmaier, Alderman Marsala, City Clerk Reale, and Administrator Jordan. Absent: Mayor Connors. Also present: Comptroller Pollitt.

**Approval of minutes from the April 6, 2011 committee meeting.**

Fesenmaier/Marsala motion to approve minutes from the April 6, 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.**

Before the committee commenced with its review of Chapter 3, Comptroller Pollitt addressed the members to discuss the need for the addition of a policy governing City electronic mail accounts and usage thereof. She reported that the City would be implementing a new server during the weekend of April 16-17, a change that would have an impact on how external users access their City email accounts. With the upgraded server, all City emails would be automatically backed up in the system, which would make them more easily retrievable in the event of public record requests for such data and the like. She distributed sample email policies that had been provided by Jeff Miskie as a basis for discussion. The committee requested that City Clerk Reale provide copies of the sample policies to the members of the Communications Committee for their review and feedback.

In its subsequent review of Section 3.3 (Sidewalks), the Committee recommended including sidewalk permit forms as exhibits appended to the section. It was further recommended that the existing sidewalk permit be amended to include a notation referencing the inspection of the forms and grading by a representative of the Public Works Department. Staff was directed to clarify whether the "Sidewalk Breaking Permit" referenced in the section was a separate permit form and, if so, to include such form as an appendix to Section 3.3 as well.

City Clerk Reale distributed revised copies of Section 3.4 (Snow and Ice Control), which was reviewed by the Committee. He explained that all references to state statutes or the municipal code had been verified for accuracy and updated as needed. With respect to the subsection on sidewalk snow removal, staff was directed to amend the policy document to clarify the differences between proper removal procedures in residential versus downtown commercial areas. Alderman Fesenmaier suggested that the layout of the subsections in Section 3.4 should be reviewed to determine a more logical order of information. Administrator Jordan responded that staff would address the arrangement of the various subsections in the next revision of Section 3.4. The Committee also recommended including a provision for drug and alcohol testing for any CDL operator involved in an accident. This was to be reviewed by City Attorney Draper.

Fesenmaier/Marsala motion to adjourn at 5:51 pm. Unanimously carried.

/s/ Jeremy A. Reale, City Clerk

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