



City of Beaver Dam, Wisconsin
Administrative Committee Meeting Minutes
205 S. Lincoln Ave; Room 113
Monday, December 1, 2025
6:30 PM

1) Call to Order – Roll Call

The meeting of the Administrative Committee was called to order at 6:36pm by Chairperson Zach Zopp. Present: Kevin Burnett, Mick Fischer, Chris Ganske, Monica Keel, Jack Yuds, Zach Zopp, 6. Absent and excused: Frank Ferree, 1.

a) Approval of the November 3, 2025 Meeting Minutes

Motion by Monica Keel, second by Chris Ganske, to approve. Motion carried by acclamation.

b) Approval of bills between Nov 14, and Nov 25, 2025 in the amount of \$860,019.85

Motion by Kevin Burnett, second by Jack Yuds, to approve. Motion carried by acclamation.

2) Discussion & Possible Action

a) **RESOLUTION NO. 98-2025** A Resolution Modifying the 2025 Capital Budget and Reallocating Funds

Discussion was held regarding the projects that are being funded, in particular, the Hometown Plan Plaza Project. Following discussion, a motion by Chris Ganske, seconded by Kevin Burnett, to approve. The preceding motion passed by the following vote: Ayes: Kevin Burnett, Chris Ganske, Monica Keel, Zach Zopp, 4. Noes: Mick Fischer, Jack Yuds, 2.

b) **RESOLUTION NO. 100-2025** A Resolution Charging Off Delinquent Miscellaneous Accounts Receivable

Motion by Kevin Burnett, second by Monica Keel, to approve. The preceding motion passed by the following vote: Ayes: Kevin Burnett, Mick Fischer, Chris Ganske, Monica Keel, Jack Yuds, Zach Zopp, 6. Noes: None.

c) Presentation by Maggie Clausen and Lexi Golding of UniverCity Alliance regarding the City of Beaver Dam Job Description Project

d) Human Resources Specialist position discussion

3) Items for Future Agendas

It was suggested to consider discussion of the animal control ordinance regarding action that can be taken when an animal attacks. It was also suggested to have a discussion about if the City should have a policy or procedure of doing a background check on any Alderperson who is appointed or elected to office.

4) Adjourn

Motion by Kevin Burnett, second by Monica Keel, to adjourn. Motion carried by acclamation.
Chairperson Zopp adjourned the meeting at 7:28pm.

Respectfully Submitted,

Vicky Orth
Deputy City Clerk