



City of Beaver Dam, Wisconsin  
Administrative Committee Meeting Minutes  
205 S. Lincoln Ave; Room 113 (Engineering)  
Monday, March 30, 2026  
6:30 PM

1) Call to Order – Roll Call

The meeting of the Administrative Committee was called to order at 6:30 p.m. by Zach Zopp.  
Present: Kevin Burnett, Frank Ferree, Chris Ganske, Monica Keel, Jack Yuds, Zach Zopp, 6. Absent: Fischer, Mick 1.

a) Approval of the March 2, 2026, Meeting Minutes

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

b) Approval of bills between Feb 27, and Mar 12, 2026 in the amount of \$1,056,028.26.

Motion by Frank Ferree, second by Monica Keel, to approve. Motion carried by acclamation.

c) Finance Report

The Finance Report was presented with no questions.

2) Discussion & Possible Action

a) A resolution disallowing a claim from Charlie Brown's Bar LLC for excessive taxation

Fischer arrived at the meeting at 6:38 pm. Attorney Tyler Pluff attended via Zoom to provide background and his legal opinion for the disallowance of the claim. He noted that Charlie Brown's did not appear at either Open Book or the Board of Review regarding their 2025 assessment. Motion by Jack Yuds, second by Chris Ganske, to approve the dis-allowance. The preceding motion passed by the following vote: Ayes: Kevin Burnett, Frank Ferree, Mick Fischer, Chris Ganske, Monica Keel, Jack Yuds, Zach Zopp, 7. Noes: None.

b) A resolution approving a grant agreement between the City of Beaver Dam and Dodge County for Eagle View Addition

Bierke updated the committee that the previous City Administrator had applied for this grant to build this subdivision. This agreement is between the City and the County relative to the dollar amounts and how it would be secured. Dodge County has already adopted this. If the resolution moves forward, there would be a development agreement brought forth to the committee possibly as early as April. Yuds asked how many houses would be built. Bierke answered that 16 would be built. Yuds asked if the sizes of the homes are available. Bierke answered that there are no sizes; however, there are lots available to view.

Discussion was held. Motion by Kevin Burnett, second by Monica Keel, to approve. The preceding motion passed by the following vote: Ayes: Kevin Burnett, Frank Ferree, Mick Fischer, Chris Ganske, Monica Keel, Jack Yuds, Zach Zopp, 7. Noes: None.

c) Distribution of Sports Based Tourism Feasibility Study Proposals

Bierke updated the committee that he had found a couple of providers to do a study to see if increased sports-based tourism is feasible in Beaver Dam. He found a couple of providers

to consider doing a study on if the City is losing money from not having one. He received two quotes and discussed where funding for the study may come from. Burnett stated that he thinks this is a good idea; however, not a good time to start this. Yuds asked if tax dollars were coming in from the TID for Meta. Bierke answered that there is money coming back in from the TID; however, that revenue is going into the TID. Yuds asked for the estimates. Bierke stated that one estimate would be \$22,900 for phase one, and would be \$22,600 for phase two. The second estimate was \$57,000 for phase one, and phase two would be \$42,500. Ferree asked if there is a way that we could include the Chamber of Commerce to possibly assist with visitor data they have access to. Burnett asked how the data would help us. Bierke responded by giving possible scenarios. More discussion was held. Fischer stated that he feels this is a good idea. Bierke suggested that he reach out to HVS and ask them to come to the next meeting to answer any more questions the committee may have. The committee agreed that they would want to invite HSV to their next meeting, and to include the Chamber of Commerce for input.

d) Update on Hotel Room Tax Permits

Bierke updated the committee that in the City Ordinances, Ordinance 2-124, which states that all hotels must have a lodging permit from the City. This has not been followed in the past. Another thing that should be updated in the Ordinance is the percentages of distributions of this revenue. As he was reviewing the reports from the hotels, he found one hotel that had not been paying their room tax. The City Clerk has worked on getting the permits done. Several hotels handed in their permits. Letters were sent to this hotel; however, nothing was returned. Bierke reached out personally and was informed that the hotel had an owner out of state. Bierke is looking for advice as to what should be done with this hotel. Suggestions were made. Motion by Mick Fischer, second by Jack Yuds, to instruct the Attorney to draft a letter demanding payment that is to be sent by certified mail to owner(s). The committee also instructed the issuance of daily citations for operating without a permit. Motion carried by acclamation.

e) Review of Draft Policies

Bierke updated the committee that there are three draft policies to review and discuss. The Police Department has concerns about the IT policy, so this can be addressed in a future meeting. The Parks Department has concerns regarding the Naming policy and the length of naming rights. Zopp stated that it is currently 50 years or the life of the major feature or facility which ever comes first. The concern is that 50 years may be excessive and would like to discuss this at a future meeting. Motion by Monica Keel, second by Zach Zopp, to approve Records Retention Policy 104 as written. Motion carried by acclamation.

3) Adjourn

Motion by Kevin Burnett, second by Jack Yuds, to adjourn. Zopp adjourned the meeting at 7:29 pm.