



City of Beaver Dam, Wisconsin  
Administrative Committee Meeting Minutes  
205 S. Lincoln Ave; Room 113 (Engineering)  
Monday, May 4, 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, Mick Fischer, Chris Ganske, Monica Keel, Jack Yuds, Zach Zopp, 6. Absent: Frank Ferree, 1.

a) Approval of the April 20, 2026 Meeting Minutes

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

b) Approval of bills between Apr 17, and Apr 30, 2026 in the amount of \$1,090,577.72

Motion by Monica Keel, second by Jack Yuds, to approve. Motion carried by acclamation.

2) Discussion & Possible Action

a) Elect Vice Chair of the Administrative Committee for 2026-2027

Motion by Kevin Burnett, second by Mick Fischer, to nominate Monica Keel as Vice Chair.  
Motion carried by acclamation.

b) A Resolution Approving the Revised Municipal Court Bond Schedule

Motion by Chris Ganske, second by Monica Keel, to approve. Discussion was held. The preceding motion passed by the following vote: Ayes: Kevin Burnett, Mick Fischer, Chris Ganske, Monica Keel, Jack Yuds, Zach Zopp, 6. Noes: 0.

c) Update on Hotel Room Tax Permits

Bierke presented an update regarding hotel permits and room tax payments. A letter is being drafted to the establishment that has not neither applied for a hotel permit nor has paid room tax in several years. The committee would like to see some routine reporting on the status of room tax payments by establishments in the City.

d) Discuss Idea to Create a Parks Endowment Fund

Bierke presented the Idea to Create a Parks Endowment Fund, an account to donate to Parks where the principle of the fund is never spent; however, where the interest is spent. Bierke suggested that the City sets this up with the Beaver Dam Community Foundation with hopes of private matches. After discussion, the committee gave their concensus to have Bierke move forward with looking into this concept.

e) 2027 Budget Planning Discussion

Bierke opened up the 2027 Budget Planning discussion with the committee. Fischer stated that for several years the council would meet with the Department Heads with a binder of all the requests. Fischer would suggest Bierke sets it up as he feels it should be set up. Burnett suggested going through item by item. Yuds suggested that Bierke, as the City

Administrator, go over the budget and see what is a want or need first. State numbers will not come out until approximately October.

- f) Presentation by HVS regarding Sports Based Tourism and Discussion about the same.

Tom Hazinski and Peter Gonzalez from HVS presented Sports Based Tourism presentation to the committee. Due to time constraints, a discussion will continue at a later date.

- g) Discuss City Council Meeting Rules & Procedures

Due to time constraints, this agenda item will be moved to a future agenda.

- h) Ordinance Amending Charter Ordinance 2.46 on Committees

Due to time constraints, this agenda item will be moved to a future agenda.

- i) Ordinance Amending Sections 2-5, 2-42 and 2.404.1 and Deleting Sections 2-41 and 2-88 of Chapter 2 of the City Code regarding City Council and City Administrator

Due to time constraints, this agenda item will be moved to a future agenda.

- 3) Adjourn

Motion by Kevin Burnett, second by Monica Keel, to continue with agenda items F through I at the next meeting and adjourn. The meeting adjourned at 7:28 p.m.