



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, Chris Ganske, Monica Keel, Jack Yuds, Zach Zopp, Mick Fischer (via Zoom),  
6. Absent: Frank Ferree, 1.

Others in attendance — Larry Bierke (City Administrator), Bobbie Marck (Mayor), John Kreuziger (Police Chief), Kieran O'Day (Stafford Rosenbaum Law), multiple unidentified members of the public.

a) Approval of the May 4, 2026, Meeting Minutes

Motion by Monica Keel, second by Kevin Burnett, to approve. Motion carried by acclamation.

b) Approval of bills between May 01, and May 14, 2026 in the amount of \$465,473.02

Motion by Kevin Burnett, second by Chris Ganske, to approve. Motion carried by acclamation.

c) Finance Report

No comments were made regarding the Finance Report.

2) Discussion & Possible Action

a) Update Administrative Committee on Proposed Vape Ordinance

On February 16, 2026, the Administrative Committee discussed the proposed ordinance. The ordinance was approved and passed along to the Plan Commission for consideration. The Plan Commission considered the Ordinance at their February 25, 2026, meeting and the ordinance failed to get the votes needed to be approved. After discussion, the Administrative Committee decided to leave the ordinance as failed.

b) Ordinance Amendment for Section 2.82 regarding Plan Commission

Bierke gave a brief description of the presented ordinance. Motion by Jack Yuds, second by Monica Keel, to approve as presented. The preceding motion passed by the following vote: Ayes: Kevin Burnett, Chris Ganske, Monica Keel, Jack Yuds, Zach Zopp, 5. Noes: 0.

c) Ordinance Amending Charter Ordinance 2.46 on Committees

Bierke gave a brief description of the presented ordinance. This ordinance amends Section 2-46 of the Municipal Code to reorganize and clarify the responsibilities of the Common Council's standing committees. The amendment removes outdated committee language and adds new duties. Motion by Monica Keel, second by Chris Ganske, to approve as presented. The preceding motion passed by the following vote: Ayes: Kevin Burnett, Chris Ganske, Monica Keel, Jack Yuds, Zach Zopp, 5. Noes: 0.

d) Discuss City Council Meeting Rules & Procedures

Bierke gave a brief description of the proposed Rules and Procedures. Bierke stated that the committee would have to decide if the City would like this to be a Policy or an Ordinance. Discussion was held. Yuds asked if this was a Policy or an Ordinance now. Bierke informed the committee that it is an Ordinance now; however, the Public Comment section is governed by State Statues and Parliamentary Procedures. Burnett did some research on other cities close to Beaver Dam, and found that the Public Comment section was limited to three minutes. The mayor suggested that the presiding officer have the decision to limit the timeframe depending on the agenda. The Committee's consensus is to have Bierke update the Informal Public Comment speaker's time to three minutes, remove the non-residence requirement and add in priority to the residents of Beaver Dam first, then Townships, then County. Add in a sign in policy where name and address are included as to where they are registered to vote, and announced name and whether they are resident or not at the meetings. A session will be changed to one year in an election year. A new draft will be brought back at the next meeting.

A motion by Burnett, second by Keel, to take the agenda out of order and discuss the HVS-Based Tourism Feasibility Study due to time constraints.

e) HVS Sports Based Tourism Feasibility Study

Bierke gave a brief presentation on the HVS Sports Based Tourism Feasibility Study. The feasibility study proposed by HVS Convention, Sports & Entertainment Facilities Consulting would evaluate demographic trends, tourism activity, and comparable facilities, market gaps, and demand from local organizations, tournament operators, and regional event promoters. Discussion was held. Motion by Jack Yuds, second by Kevin Burnett, to move forward with phase one of the study. The preceding motion passed by the following vote: Ayes: Kevin Burnett, Chris Ganske, Monica Keel, Jack Yuds, Zach Zopp, 5. Noes: 0. The committee moved back to the 2 e).

f) Discuss the Membership Size of the City Council

Bierke gave a brief presentation on the Membership Size of the City Council and his findings. On April 20, 2026, the Administrative Committee discussed ordinance changes to Chapter 2. Based on the discussion, it was requested that staff do a survey of comparable communities to learn more about the size of other City Councils. The survey shows that most City Councils have 7 Alders, which Yuds mentioned that if you remove the City Council of Beaver Dam out of the survey, it drops to an average of 7. Burnett researched and found that Portage has 9 Alders. A presentation will come forth at a Common Council meeting at a future date that will show the pros and cons of alder size and district representation versus at-large representation.

g) 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

Bierke gave a brief update on the ordinance. This ordinance revision updates and clarifies several sections of Chapter 2 of the Municipal Code relating to the organization, authority, and administrative operations of the City government. Burnett discussed with the committee that West Bend gives Alders a yearly amount, a monthly budget, and a 2% increase per year. West Bend has 8 Alders. Ganske felt that was fair to discuss because it had been a long time, and agrees that there should be an increase implemented. Yuds

suggested the Alders be paid by meeting. This agenda item will come back at a future meeting.

3) Future Agenda Items

There are no future agenda items.

4) Adjourn

Motion by Monica Keel, second by Kevin Burnett, to adjourn. The meeting adjourned at 7:27 p.m.