



City of Beaver Dam, Wisconsin
Operations Committee Meeting

205 S. Lincoln Ave; Council Chambers
Monday, June 15, 2026 at 6:30 PM

[Join Zoom](#)

Meeting ID: 885 0407 3460

Passcode: 989776

(312) 626-6799

AGENDA

- 1) Call to Order – Roll Call
 - a) Approval of the June 1, 2026, Meeting Minutes
- 2) Public Hearing
 - a) Regarding the Preliminary Report on Estimated Special Assessments for the 2026 Sewer Lateral & Water Service Replacement Program
- 3) Discussion & Possible Action
 - a) Discuss Idea of Updating Existing Impact Fees and/or creating new Fees
 - b) Discuss Section 50-3 Use of Firearms and Weapons in the City Limits and Section 50-4 Throwing or Shooting of Arrows, Stones, and Other Missiles
 - c) Discuss and Consider the following policies: 307 Capital Improvement Plan, 308 Procurement Policy, 501 Snow and Ice Control, and 505 Street Naming Policy
- 4) Items for Future Agendas
- 5) Adjourn

This agenda was posted and made available to the news media, public and various City officials, and staff in compliance with the State of WI Open Meetings Law and Operations Committee policy:

Posted: 6/12/26 by Tracey Ferron, City Clerk at 8:00 a.m.

A quorum of the Common Council may attend this meeting.



1) Call to Order – Roll Call

The meeting of the Operations Committee was called to order at 6:32 p.m. by Jennifer Hiley.
Present: Jeff Bierman, Jennifer Hiley, Bart Radke, Julie Wendt (arrived 6:50 p.m.), Nancy Wild, 5.
Absent: Cris Olson, Andrew Perkins, 2.

Others in attendance — Todd Janssen (Director of Engineering), Jeremy Klug (Director of Utilities), Dan Mulhern (Public Works Supervisor), Joe Kern (Parks & Forestry Supervisor), Kari Justmann (MSA), and Brittney Mitchell (MSA).

a) Approval of the May 18, 2026, Meeting Minutes

Motion by Jeff Bierman, second by Bart Radke, to approve. Motion carried by acclamation.

2) Discussion & Possible Action

a) **RESOLUTION NO. 42-2026** A Resolution Awarding the Contract to Blast and Coat the Interior Wet Well #5 10,000 Gallon Hydro-Tank and Install New 24" Pressure Hatch

Introduced by Klug, followed by discussion. Motion by Nancy Wild, second by Bart Radke, to approve as presented. Motion carried by acclamation.

b) **RESOLUTION NO. 46-2026** A Resolution Authorizing a Professional Services Agreement for Application and Administration of the 2026 Safe Drinking Water and Clean Water Fund Loans

Introduced by Janssen, followed by discussion. Motion by Jeff Bierman, second by Nancy Wild, to approve as presented. Motion carried by acclamation.

c) **RESOLUTION NO. 47-2026** A Resolution Declaring Official Intent to Reimburse Expenditures

Introduced by Janssen, followed by discussion. Motion by Jeff Bierman, second by Nancy Wild, to approve as presented. Motion carried by acclamation.

d) Regarding Approval of the 2025 Wastewater Utility CMAR (Compliance Maintenance Annual Report)

Introduced by Klug, followed by discussion. Motion by Nancy Wild, second by Jeff Bierman, to approve as presented. Motion carried by acclamation.

e) Regarding Authorization to Proceed with Bidding of the Swan Park Bandshell and Walk Project

Introduced by Janssen, followed by discussion. Motion by Jeff Bierman, second by Nancy Wild, to approve authorization. Motion carried by acclamation.

f) Regarding Authorization to Proceed with Bidding of the Wilderness Way Street and Utility Extension Project

Introduced by Janssen, followed by discussion. Motion by Bart Radke, second by Nancy Wild, to approve authorization. Motion carried by acclamation.

3) Items for Future Agendas

Batch 2 Policies, created and updated by city staff, will be reviewed by both Operations and Administrative committees with discussion being held at a future meeting.

4) Adjourn

Motion by Jeff Bierman, second by Bart Radke, to adjourn. Motion carried by acclamation. The meeting adjourned at 7:03 p.m.



City of Beaver Dam, Wisconsin
Engineering Office

TO: Operations Committee
FROM: Todd Janssen
SUBJECT: Preliminary Report on Estimated Special Assessments for the 2026 Sewer Lateral & Water Service Replacement Program

The Issue:

Agenda for Public Hearing

1. Opening of Public Hearing and reading of Notice of Public Hearing by Chairperson
2. Brief presentation by the Director of Engineering
3. Public Appearance(s)
4. Close Public Hearing and defer action on the Complete and Final Report on Estimated Special Assessments to the July 6, 2026 Operations Committee meeting

Considerations:

Common Council approved the Preliminary Report on Estimated Special Assessments for the 2026 Sewer Lateral & Water Service Replacement Program by adoption of Resolution No. 36-2026 on May 18, 2026.

Does this item have a financial or budget impact?

No

Recommendation:

Attachments:

1. Public Hearing Notification Packet



City of Beaver Dam, Wisconsin

May 29, 2026

**Re: 2026 Sewer Lateral & Water Service Replacement Program
E Maple Ave and E Third Street (N Lincoln Ave to N University Ave)**

Dear Property Owner:

The 2026 Sewer Lateral & Water Service Replacement Program is part of the City's 2026 Capital Improvements Program. As an abutting property owner whose property will be assessed for the various improvements, I am advising you that a Public Hearing on the project is scheduled for **Monday, June 15, 2026, at 6:30 p.m.** to inform you of certain aspects of the Preliminary Report on Estimated Special Assessments, listen to your comments, and answer questions you may have.

I have enclosed a copy of the Notice of Public Hearing which details the date, time and place of the Public Hearing. Also enclosed is a copy of the Report on Estimated Preliminary Special Assessments, the City's Assessment Policy, Statement of Benefits, and City Ordinance for Payment of Assessments.

Please note that the enclosed Preliminary Report on Estimated Special Assessments is **NOT** an invoice at this time. These preliminary assessments will be adjusted accordingly after construction is completed to reflect as-constructed conditions, upon which a final assessment letter will be provided to you with payment options. You can anticipate receiving the final assessment letter in late 2026.

If you are not able to attend the Public Hearing, please feel free to contact me at 920-356-2543 or tjanssen@cityofbeverdam.com should you have any questions.

Sincerely,

Todd M. Janssen

Todd M. Janssen, P.E.
Director of Engineering

Enclosures

**NOTICE OF PUBLIC HEARING
OPERATIONS COMMITTEE
CITY OF BEAVER DAM, WISCONSIN**

Pursuant to Section 66.0703, Wisconsin Statutes and Resolution No. 36-2026, adopted by the Common Council of the City of Beaver Dam, Dodge County, Wisconsin on May 18, 2026, notice is hereby given that the Operations Committee of the Common Council of the City of Beaver Dam, Wisconsin will hold a **Public Hearing at 6:30 p.m., Monday, June 15, 2026** in the Common Council Chambers at the Municipal Building, 205 S. Lincoln Avenue, Beaver Dam, to receive public input relative to the following 2026 construction:

**2026 SEWER LATERAL & WATER SERVICE REPLACEMENT PROGRAM
E MAPLE AVE AND E THIRD ST (N LINCOLN AVE TO N UNIVERSITY AVE)**

- A. Sanitary sewer lateral construction.
- B. Water service construction.

All interested or affected persons are invited to attend the hearing at which time abutting property estimated special assessments and the nature of the project will be discussed. Project Plans, Specifications, and the Estimated Special Assessments Roll are on file in the City Clerk's office in the Municipal Building, 205 S. Lincoln Avenue, Beaver Dam, for public inspection.

Dated this 23rd day of May 2026.

Tracey M. Ferron
City Clerk

"A QUORUM OF THE COMMON COUNCIL MAY ATTEND THIS MEETING OR HEARING."

Requests from persons with disabilities who may require assistance so as to participate at this meeting should be made to the City Clerk's Office at the Municipal Building, phone (920) 887-4600, Ext. 338, giving as much advance notice as possible.

PRELIMINARY REPORT ON ESTIMATED SPECIAL ASSESSMENTS

For: Sidewalk (Non-Compliant), Driveway Aprons, Private Water Service, and Private Sanitary Lateral
 On: East Third Street and East Maple Avenue (200 & 300 Blocks)

PREPARED: April 29, 2026

REVISED: N/A

Preliminary Report: Reviewed by Operations Committee, May 4, 2026

Final Report: Reviewed by Operations Committee, tbd

| PROPERTY OWNER AND ADDRESS | PARCEL NUMBER | | NON-COMPLIANT CONCRETE SIDEWALK cost per S.F. \$9.00 | NEW 6" CONCRETE DRIVEWAY APRON cost per S.Y. \$9.00 | | PRIVATE WATER SERVICE cost per L.F. \$3.00 \$1,115.00 | PRIVATE SANITARY LATERAL cost per L.F. \$15.00 \$3,950.00 \$65.00 | TOTAL ASSESSMENT ESTIMATED |
|----------------------------|---------------|--|---|--|--|---|--|-----------------------------------|
|----------------------------|---------------|--|---|--|--|---|--|-----------------------------------|

East Maple Avenue: North Lincoln Avenue to North University Avenue

| | | | | | | | | |
|--|-------------------|--|----------------|-------------------|--|---------------------|---------------------|------------|
| KAYLA M KOHLS 204 E MAPLE AVE BEAVER DAM, WI 53916 | 206-1114-0412-039 | | 0.00 \$0.00 | 45.00 \$405.00 | | 41.00 \$1,238.00 | 41.00 \$4,565.00 | \$6,208.00 |
|--|-------------------|--|----------------|-------------------|--|---------------------|---------------------|------------|

Notes:

| | | | | | | | | |
|--|-------------------|--|----------------|----------------|--|---------------------|---------------------|------------|
| MICHELLE L JOHNSON WILLIAM T JOHNSON 209 E MAPLE AVE BEAVER DAM, WI 53916 | 206-1114-0412-072 | | 0.00 \$0.00 | 0.00 \$0.00 | | 34.00 \$1,217.00 | 34.00 \$4,460.00 | \$5,677.00 |
|--|-------------------|--|----------------|----------------|--|---------------------|---------------------|------------|

Notes:

| | | | | | | | | |
|--|-------------------|--|----------------|----------------|--|---------------------|---------------------|------------|
| LOURDES LEMUS 211 E MAPLE AVE BEAVER DAM, WI 53916 | 206-1114-0412-073 | | 0.00 \$0.00 | 0.00 \$0.00 | | 56.00 \$1,283.00 | 56.00 \$4,790.00 | \$6,073.00 |
|--|-------------------|--|----------------|----------------|--|---------------------|---------------------|------------|

Notes:

| | | | | | | | | |
|---|-------------------|--|-------------------|----------------|--|---------------------|---------------------|------------|
| TERRY E HEIMAN 212-1/2 E MAPLE AVE BEAVER DAM, WI 53916 | 206-1114-0412-041 | | 25.00 \$225.00 | 0.00 \$0.00 | | 52.00 \$1,271.00 | 52.00 \$4,730.00 | \$6,226.00 |
|---|-------------------|--|-------------------|----------------|--|---------------------|---------------------|------------|

Notes:

| | | | | | | | | |
|---|-------------------|--|----------------|----------------|--|---------------------|---------------------|------------|
| KENNETH R VAN BEEK 216 E MAPLE AVE BEAVER DAM, WI 53916 | 206-1114-0412-042 | | 0.00 \$0.00 | 0.00 \$0.00 | | 50.00 \$1,265.00 | 50.00 \$4,700.00 | \$5,965.00 |
|---|-------------------|--|----------------|----------------|--|---------------------|---------------------|------------|

Notes:

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PREPARED: April 29, 2026

REVISED: N/A

Preliminary Report: Reviewed by Operations Committee, May 4, 2026

Final Report: Reviewed by Operations Committee, tbd

| PROPERTY OWNER AND ADDRESS | PARCEL NUMBER | | NON-COMPLIANT CONCRETE SIDEWALK cost per S.F. \$9.00 | NEW 6" CONCRETE DRIVEWAY APRON cost per S.Y. \$9.00 | | PRIVATE WATER SERVICE cost per L.F. \$3.00 \$1,115.00 | PRIVATE SANITARY LATERAL cost per L.F. \$15.00 \$3,950.00 \$65.00 | TOTAL ASSESSMENT ESTIMATED |
|--|-------------------|--|---|--|--|---|--|-----------------------------------|
| BEAVER DAM HOMES LLC 1819 SAINT ALBERT THE GREAT DR SUN PRAIRIE, WI 53590 (Property Address: 217 E MAPLE AVE) | 206-1114-0412-075 | | 0.00 \$0.00 | 0.00 \$0.00 | | 41.00 \$1,238.00 | 41.00 \$4,565.00 | \$5,803.00 |
| Notes: | | | | | | | | |
| PATRICK D SCHULTZ KIMBERLY A SCHULTZ 218 E MAPLE AVE BEAVER DAM, WI 53916 | 206-1114-0412-043 | | 0.00 \$0.00 | 0.00 \$0.00 | | 50.00 \$1,265.00 | 50.00 \$4,700.00 | \$5,965.00 |
| Notes: | | | | | | | | |
| JUSTMANN INVESTMENTS LLC 411 JEWEL ST JUNEAU, WI 53039 (Property Address: 220 E MAPLE AVE) | 206-1114-0412-044 | | 25.00 \$225.00 | 0.00 \$0.00 | | 61.00 \$1,298.00 | 61.00 \$4,865.00 | \$6,388.00 |
| Notes: | | | | | | | | |
| TONYA M MALDONADO DIANA K UHERKA 221 E MAPLE ST BEAVER DAM, WI 53916 | 206-1114-0412-076 | | 25.00 \$225.00 | 0.00 \$0.00 | | 27.00 \$1,196.00 | 27.00 \$4,355.00 | \$5,776.00 |
| Notes: | | | | | | | | |
| LOUANN SCHMUCKI 226 E MAPLE AVE BEAVER DAM, WI 53916 | 206-1114-0412-046 | | 0.00 \$0.00 | 0.00 \$0.00 | | 32.00 \$1,211.00 | 32.00 \$4,430.00 | \$5,641.00 |
| Notes: | | | | | | | | |

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|---|-------------------|--|--|---|--|--|---|-----------------------------------|
| CHRISTAL R DAVIDSON 230 E MAPLE AVE BEAVER DAM, WI 53916 | 206-1114-0412-047 | | 0.00 \$0.00 | 0.00 \$0.00 | | 44.00 \$1,247.00 | 44.00 \$4,610.00 | \$5,857.00 |
| Notes: | | | | | | | | |
| GREGORY D ARMSTRONG KATHERINE M ARMSTRONG 304 E MAPLE AVE BEAVER DAM, WI 53916 | 206-1114-0412-068 | | 0.00 \$0.00 | 0.00 \$0.00 | | 56.00 \$1,283.00 | 56.00 \$4,790.00 | \$6,073.00 |
| Notes: | | | | | | | | |
| CHRISTOPHER HENNING 306 E MAPLE AVE BEAVER DAM, WI 53916 | 206-1114-0412-067 | | 0.00 \$0.00 | 0.00 \$0.00 | | 60.00 \$1,295.00 | 60.00 \$4,850.00 | \$6,145.00 |
| Notes: | | | | | | | | |
| LESLIE R SMITH JR OR MARY M SMITH 756 FOREST DR MAYVILLE, WI 53050 (Property Address: 314 E MAPLE AVE) | 206-1114-0412-065 | | 25.00 \$225.00 | 0.00 \$0.00 | | 51.00 \$1,268.00 | 51.00 \$4,715.00 | \$6,208.00 |
| Notes: | | | | | | | | |
| DONALD O NEUMANN JEANETTE J NEUMANN 315 E MAPLE AVE BEAVER DAM, WI 53916 | 206-1114-0412-095 | | 0.00 \$0.00 | 0.00 \$0.00 | | 32.00 \$1,211.00 | 32.00 \$4,430.00 | \$5,641.00 |
| Notes: | | | | | | | | |

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|--|-------------------|--|--|---|--|--|---|-----------------------------------|
| FATON AHMEDI 258 SOUTH ST JUNEAU, WI 53039 (Property Address: 317 E MAPLE AVE) | 206-1114-0412-096 | | 0.00 \$0.00 | 0.00 \$0.00 | | 41.00 \$1,238.00 | 41.00 \$4,565.00 | \$5,803.00 |
| Notes: | | | | | | | | |
| JOANN E HEINBUCH 322 E MAPLE AVE BEAVER DAM, WI 53916 | 206-1114-0412-063 | | 0.00 \$0.00 | 0.00 \$0.00 | | 39.00 \$1,232.00 | 39.00 \$4,535.00 | \$5,767.00 |
| Notes: | | | | | | | | |
| KRISTIN N FABISCH 327 E MAPLE AVE BEAVER DAM, WI 53916 | 206-1114-0412-099 | | 25.00 \$225.00 | 0.00 \$0.00 | | 44.00 \$1,247.00 | 44.00 \$4,610.00 | \$6,082.00 |
| Notes: | | | | | | | | |
| JOHN C LONT 109 WILLIAMS ST RANDOLPH, WI 53956 (Property Address: 114 N UNIVERSITY AVE) | 206-1114-0412-099 | | 0.00 \$0.00 | 0.00 \$0.00 | | 39.00 \$1,232.00 | 39.00 \$4,535.00 | \$5,767.00 |
| Notes: | | | | | | | | |
| RICHARD J NEHMER 200 N UNIVERSITY AVE BEAVER DAM, WI 53916 | 206-1114-0412-062 | | 0.00 \$0.00 | 0.00 \$0.00 | | 53.00 \$1,274.00 | 53.00 \$4,745.00 | \$6,019.00 |
| Notes: | | | | | | | | |

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|--|-------------------|--|---|--|--|---|--|-----------------------------------|
| East Third Street: North Lincoln Avenue to North University Avenue | | | | | | | | |
| HANS A GOCHENAUR KRISTEN E GOCHENAUR 209 E THIRD ST BEAVER DAM, WI 53916 | 206-1114-0412-031 | | 0.00 \$0.00 | 0.00 \$0.00 | | 50.00 \$1,265.00 | 50.00 \$4,700.00 | \$5,965.00 |
| Notes: | | | | | | | | |
| ELLEN M JAMES 942 STATE ROAD 19 MARSHALL, WI 53559 (Property Address: 215 E THIRD ST) | 206-1114-0412-029 | | 0.00 \$0.00 | 0.00 \$0.00 | | 51.00 \$1,268.00 | 51.00 \$4,715.00 | \$5,983.00 |
| Notes: | | | | | | | | |
| REED A OR SARAH C SPANG W10593 CASCADE MOUNTAIN RD PORTAGE, WI 53901 (Property Address: 216 E THIRD ST) | 206-1114-0412-016 | | 25.00 \$225.00 | 0.00 \$0.00 | | 0.00 \$0.00 | 44.00 \$6,810.00 | \$7,035.00 |
| Notes: | | | | | | | | |
| KIMBALL C MAHAL TERESSA R MAHAL 218 E THIRD ST BEAVER DAM, WI 53916 | 206-1114-0412-015 | | 25.00 \$225.00 | 0.00 \$0.00 | | 0.00 \$0.00 | 50.00 \$7,200.00 | \$7,425.00 |
| Notes: | | | | | | | | |
| KATHERINE R MORITZ 220 E THIRD ST BEAVER DAM, WI 53916 | 206-1114-0412-014 | | 25.00 \$225.00 | 0.00 \$0.00 | | 49.00 \$1,262.00 | 49.00 \$4,685.00 | \$6,172.00 |
| Notes: | | | | | | | | |

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|---|-------------------|--|--|---|--|--|---|-----------------------------------|
| TRAVIS A KLINE REBEKAH J KLINE 221 E THIRD ST BEAVER DAM, WI 53916 | 206-1114-0412-028 | | 0.00 \$0.00 | 0.00 \$0.00 | | 45.00 \$1,250.00 | 45.00 \$4,625.00 | \$5,875.00 |
| Notes: | | | | | | | | |
| BRIAN HARTL 223 E THIRD ST BEAVER DAM, WI 53916 | 206-1114-0412-027 | | 0.00 \$0.00 | 0.00 \$0.00 | | 41.00 \$1,238.00 | 41.00 \$4,565.00 | \$5,803.00 |
| Notes: | | | | | | | | |
| NICOLE A LANGE 212 N VITA AVE BEAVER DAM, WI 53916 | 206-1114-0412-025 | | 0.00 \$0.00 | 0.00 \$0.00 | | 55.00 \$1,280.00 | 55.00 \$4,775.00 | \$6,055.00 |
| Notes: | | | | | | | | |
| KORTNEY TABOR JEDIDIAH TABOR 303 E THIRD ST BEAVER DAM, WI 53916 | 206-1114-0412-050 | | 0.00 \$0.00 | 0.00 \$0.00 | | 55.00 \$1,280.00 | 55.00 \$4,775.00 | \$6,055.00 |
| Notes: | | | | | | | | |
| BETH MARIE GEORGE 304 E THIRD ST BEAVER DAM, WI 53916 | 206-1114-0412-007 | | 0.00 \$0.00 | 0.00 \$0.00 | | 42.00 \$1,241.00 | 42.00 \$4,580.00 | \$5,821.00 |
| Notes: | | | | | | | | |

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|--|-------------------|--|---|--|--|---|--|-----------------------------------|
| GEORGE C STONE ANTONIA S STONE 310 E THIRD ST BEAVER DAM, WI 53916 | 206-1114-0412-006 | | 0.00 \$0.00 | 0.00 \$0.00 | | 46.00 \$1,253.00 | 46.00 \$4,640.00 | \$5,893.00 |
| Notes: | | | | | | | | |
| MARY GARRIS HAROLD GARRIS 311 E THIRD ST BEAVER DAM, WI 53916 | 206-1114-0412-053 | | 0.00 \$0.00 | 0.00 \$0.00 | | 56.00 \$1,283.00 | 56.00 \$4,790.00 | \$6,073.00 |
| Notes: | | | | | | | | |
| JANEL C WISELL 312 E THIRD ST BEAVER DAM, WI 53916 | 206-1114-0412-005 | | 0.00 \$0.00 | 0.00 \$0.00 | | 34.00 \$1,217.00 | 34.00 \$4,460.00 | \$5,677.00 |
| Notes: | | | | | | | | |
| JOHN L PALENO 318 E THIRD ST BEAVER DAM, WI 53916 | 206-1114-0412-003 | | 0.00 \$0.00 | 0.00 \$0.00 | | 43.00 \$1,244.00 | 43.00 \$4,595.00 | \$5,839.00 |
| Notes: | | | | | | | | |
| SARAH V SOUTHWELL JOSEPH R HARRIS 319 E THIRD ST BEAVER DAM, WI 53916 | 206-1114-0412-055 | | 0.00 \$0.00 | 0.00 \$0.00 | | 45.00 \$1,250.00 | 45.00 \$4,625.00 | \$5,875.00 |
| Notes: | | | | | | | | |

PRELIMINARY REPORT ON ESTIMATED SPECIAL ASSESSMENTS

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|--|-------------------|--|---|--|--|---|--|-----------------------------------|
| DANIEL F RIES 321 E THIRD ST BEAVER DAM, WI 53916 | 206-1114-0412-056 | | 0.00 \$0.00 | 0.00 \$0.00 | | 45.00 \$1,250.00 | 45.00 \$4,625.00 | \$5,875.00 |
| Notes: | | | | | | | | |
| RAMON MEDINA MARIA I ESPINOZA 322 E THIRD ST BEAVER DAM, WI 53916 | 206-1114-0412-002 | | 0.00 \$0.00 | 0.00 \$0.00 | | 44.00 \$1,247.00 | 44.00 \$4,610.00 | \$5,857.00 |
| Notes: | | | | | | | | |
| PAUL FAY 214 N UNIVERSITY AVE BEAVER DAM, WI 53916 | 206-1114-0412-057 | | 0.00 \$0.00 | 0.00 \$0.00 | | 45.00 \$1,250.00 | 45.00 \$4,625.00 | \$5,875.00 |
| Notes: | | | | | | | | |

| | | | | | | | |
|------------------|--|------------|----------|--|-------------|--------------|--------------|
| ESTIMATED TOTALS | | \$1,800.00 | \$405.00 | | \$45,087.00 | \$180,945.00 | \$228,237.00 |
|------------------|--|------------|----------|--|-------------|--------------|--------------|

| | | | |
|------------------------------|--------------|---|--------|
| Estimated Total Assessments | \$228,237.00 | = | 34.46% |
| Estimated Total Project Cost | \$662,342.30 | | |

| <u>Assessable Items</u> | <u>Description</u> |
|--|---|
| New Curb and Gutter (Full cost assessed to property owner) | Common excavation, undercutting and additional base course if required, crushed aggregate base course, and new concrete curb and gutter per Contract Bid Price. |
| New Sidewalk (Full cost assessed to property owner) | Undercutting and additional base course if required, crushed aggregate base course, and new concrete sidewalk per Contract Bid Price. |
| Driveway Apron (Full cost assessed to property owner) | Undercutting and additional base course if required, crushed aggregate base course, and new concrete driveway apron per Contract Bid Price. |
| Ornamental Street Lighting (1/4 cost assessed to property owner) | Meter pedestal, breakers and controls, electrical conduit with conductors, concrete bases, light poles, and luminaries. |
| Sanitary Sewer Laterals | The entire cost of replacing existing sanitary sewer laterals deemed to be in need of replacement. |
| Water Services | The entire cost of replacing lead or iron water services. |
| Engineering | 6% to be applied to total project cost per Board of Public Works Assessment Executive Order #1 approved on September 19, 1977. |
| <u>Non-Assessable Items</u> | <u>Description</u> |
| Intersections | The entire cost of intersection construction shall be paid for by the City. |
| Storm Sewer | The entire cost of storm sewer construction shall be paid for by the Storm Water Utility. |
| Sanitary Sewer | The entire cost of sanitary sewer main construction shall be paid for by the Wastewater Utility. |
| Water Main | The entire cost of water main construction shall be paid for by the Water Utility. |
| Pavement | The entire cost of concrete and asphalt pavement construction shall be paid for by the City. |



May 29, 2026

Re: STATEMENT OF BENEFITS

City of Beaver Dam Property Owner:

The Environmental Protection Agency (EPA) and Wisconsin Department of Natural Resources (WDNR) have mandated the City of Beaver Dam (City) to replace all lead and galvanized iron water services by 2035. Based upon records and inspections, the City has more than 1,100 lead or galvanized iron water services requiring replacement. A similar amount of defective sanitary sewer laterals is also presumed to require replacement.

With the replacement of sanitary sewer lateral and water service piping, adjoining properties receive special benefits that result in water quality improvements, utility service reliability, and property value increases. It is the policy of the City that this special benefit should be paid for, in part, by the property receiving the special benefit rather than the City as a whole. This is accomplished by specially assessing the benefited property as authorized by State Statute, Section 66.0701 (1).

Sec. 54-8. Assessments

(k) Payment of assessments.

(1) Assessments may be paid in full or in five or ten annual installments.

(2) Interest rates shall be one percent per annum over the cost of funds to the city.

(3) If the total assessment for any single improvement is \$200.00 or less for a residential parcel, the payment may be made in full without interest at the finance office within 30 days of receiving your final notice of special assessment or the total amount may be added to your real estate tax bill, including interest. If the total assessment for any single improvement exceeds \$500.00 for a residential parcel, the payment may be made in ten annual installments.

(4) Any assessment not paid within the time provided in this subsection (d), or 30 days if no time is provided, shall, in addition to the interest provided by Wis. Stats. § 74.49(2), be subject to an additional penalty from the date such assessment was levied at the rate of 0.5 percent per month or any part thereof.



City of Beaver Dam, Wisconsin
City Administrator Office

TO: Operations Committee
FROM: Larry Bierke
SUBJECT: Updating Existing Impact Fees and/or creating new Fees

The Issue:

The City Council heard a presentation from Vandewalle & Associates at their last meeting (attached). Existing impact fees will need to sunset or be studied and updated in 2027 in order to continue.

Considerations:

Does this item have a financial or budget impact?

Yes

The Study will cost dollars in 2027, but would also result in additional revenue generated from updated or new fees in future budget years.

Recommendation:

Attachments:

1. Beaver Dam Impact Fee Presentation 5.18.26

City of Beaver Dam Impact Fee Presentation

City Council Meeting
May 18, 2026



What are impact fees?

How do impact fees support the community?

Which impact fees does the City have today?

How could this change?

What's next?

What Are Impact Fees?

Impact Fees

Fees only apply to new construction

Financial contributions (cash or land) from developers to municipalities to pay for capital improvements associated with new development



Enabled by state law (Wis. Stats. 66.0617)

Capital costs: construct, expand, or improve public facilities and land + 10% for legal, engineering, and design costs

Not included: noncapital costs like vehicles, equipment, maintenance, etc.

Example: New Fire Station vs. New Fire Truck

Impact Fees



There must be a sound basis of analysis to support fees

Identify need for public facilities to serve development



Must be proportionate share of capital costs to serve new development as compared to existing development

Total cost burden must be balanced



Level of service standard is defined by community's analysis

Quantity or quality of public facilities relative to the number of persons, parcels of land, or other appropriate measures

Ex. parkland acres per residents

Impact Fee Types



Highways,
transportation facilities,
traffic control devices



Sewage and water
treatment facilities



Water pumping,
storage, and
distribution systems



Parks, playgrounds, and
land for athletic fields



Solid waste and
recycling facilities



Fire, law enforcement,
and emergency
medical facilities



Libraries



Does not include:
schools, vehicles,
operations,
maintenance,
deficiencies, City Hall

Impact Fee Requirements



Must complete Needs Assessment to calculate fees needed



Must enact ordinance to establish and collect fees



Can impose different fees for different types of development or different areas of the community

Ex. parkland fees for residential vs. none for industrial

Ex. different sewer fees based on topography to serve area

Impact Fee Requirements

Fees must be reduced for:

- Special assessment or charges
- Land dedication or fee-in-lieu of land dedication
- Federal or state money used on capital project

Fees can be reduced for:

- Low-cost/affordable housing

Fees are paid when building permits are issued:

- If they exceed \$75,000, developer can defer payment over time
- City must tell developer what type of facility the funds will be used for
- City must return fees after 8 years if unspent (sewer has 10 years)
- City must put funds in separate account for specified capital project

How Do Impact Fees Support The Community?

Impact Fee Example

Typically, based on the number of units for residential and amount of improved space for industrial/commercial

- Sewer: Fees based new industrial/commercial space creating demand (\$X/1,000 sf)
- Parks: Fees based on number and type of new residential units creating demand (\$X/unit)

Impact Fee Example

Village of Hartland

- [Completed Needs Assessment](#) in 2023
- Identified need to expand DPW garage at a cost of \$548,800
 - Residential share: based on forecasted number of new units (\$944 per unit)
 - Nonresidential share: based on forecasted new gross building area (\$427 per 1,000 sf of new nonresidential space)



Impact Fee Pros and Cons

| | |
|------|--|
| Pros | <ul style="list-style-type: none">• Pay as you go approach (per building permit)• More predictability, consistency, and understanding of planned growth• Cost burden placed on those receiving benefits• City gets funds needed to serve new demand |
| Cons | <ul style="list-style-type: none">• Increases the cost of new construction and development• Can be viewed as cost prohibitive or deterrent to new development in the community• City must spend funds or repay them, requires active planning and budgeting |

Which Impact Fees Does The City Have Today?

Existing Impact Fees

Sewer Connections

Established in ordinance and fee schedule by meter size

Parks

Established in ordinance for parkland dedication or fee-in-lieu of parkland dedication by unit type

| Public Facility Type | City's Existing Approach |
|--|--------------------------|
| Highways, transportation facilities, traffic control devices | Don't utilize today |
| Sewage and water treatment facilities | 2017 Needs Assessment |
| Water pumping, storage, and distribution | Don't utilize today |
| Parks, playgrounds, and land for athletic fields | Unknown Needs Assessment |
| Solid waste and recycling facilities | Don't utilize today |
| Fire, law enforcement, and emergency medical facilities | Don't utilize today |
| Libraries | Don't utilize today |

Use of Existing Impact Fees

Sewer Connection Fees

- Have \$33,949
- Base charges on meter size
- 5/8" meter = \$971 (lowest)
- 6" meter = \$48,585 (highest)

Park Fees

- Have \$77,252
- Base charges on unit type for land costs to buy more parkland
- SF/TF = \$250/unit
- MF =
 - 1-bed \$100/unit
 - 2-bed \$200/unit
 - 3-bed \$250/unit

Key Issues

Sewer Connections

Same 60-unit project

2019 = \$30,000

2025 = \$13,600*

*PCS requires one meter now and fees based on meter

Sewer Connection Fees

- Changes in state code for approach to connections = not appropriate way to collect fees any more
- Not in line with actual costs or what other communities are charging
- Based on 2017 needs assessment, which will no longer be valid after 10 years (2027)

Park Fees

- Not in line with actual costs or what other communities are charging (ex. \$50,000/acre)
- Fees are so low, no motivation to include parkland in new projects (ex. 12 units = \$3,000)
- No evidence of needs assessment to base collection on

How Could This Change?

Impact Fee Opportunities

Several big projects planned that could use impact fees to support investment (fire station, wastewater and water utilities, lift stations, etc.)

New development = support projects

Impact Fee Opportunities

| Public Facility Type | Opportunity |
|--|---|
| Highways, transportation facilities, traffic control devices | Collect new fees to support transportation infrastructure |
| Sewage and water treatment facilities | Update fees to support sewer infrastructure |
| Water pumping, storage, and distribution | Collect new fees to support water infrastructure |
| Parks, playgrounds, and land for athletic fields | Update fees to support parkland and park improvements |
| Solid waste and recycling facilities | Collect new fees to support waste facilities |
| Fire, law enforcement, and emergency medical facilities | Collect new fees to support public safety facilities |
| Libraries | Collect new fees to support library facilities |

Conduct Needs Assessment on impact fees



Needs Assessment includes:

Inventory facilities and deficiencies

Identify facility-based projects

Develop cost estimates for projects

Calculate impact of fees on affordable housing



Enact ordinance to codify standards

Collect fees

Park Fee Comparison

| Municipality | 2022 Population | Existing Parkland Dedication | Existing Fee In Lieu of Parkland Dedication | Existing Park Impact or Improvement Fee |
|--|-----------------|--|---|---|
| City of Beaver Dam | 16,727 | <ul style="list-style-type: none"> 5% of land area | <ul style="list-style-type: none"> \$250 per R1 lot, R2 unit, or three-bed multifamily unit \$200 per two-bedroom multifamily unit \$100 per one bedroom/efficiency multifamily unit | <ul style="list-style-type: none"> None |
| City of Cambridge | 1,708 | <ul style="list-style-type: none"> 1,423 SF per unit | <ul style="list-style-type: none"> \$733 per unit | <ul style="list-style-type: none"> \$791 per unit |
| City of Columbus | 5,530 | <ul style="list-style-type: none"> None | <ul style="list-style-type: none"> None | <ul style="list-style-type: none"> None |
| City of Edgerton | 5,997 | <ul style="list-style-type: none"> 1,437 SF per unit | <ul style="list-style-type: none"> \$1,040 per unit | <ul style="list-style-type: none"> \$2,693 per unit |
| City of Elkhorn | 10,317 | <ul style="list-style-type: none"> 1,045 SF per unit | <ul style="list-style-type: none"> \$535 per unit | <ul style="list-style-type: none"> \$874 per single-family unit \$681 per multi-family unit |
| City of Fort Atkinson | 12,583 | <ul style="list-style-type: none"> 769 SF per single-family or two-family unit 577 SF per multi-family unit 307 SF per senior unit | <ul style="list-style-type: none"> \$741 per single-family or two-family unit \$556 per multi-family unit \$296 per senior unit | <ul style="list-style-type: none"> \$1,009 per single-family or two-family unit \$757 per multi-family unit \$404 per senior unit |
| City of Jefferson | 7,747 | <ul style="list-style-type: none"> 2,000 SF per unit, or a minimum of 2 acres in total | <ul style="list-style-type: none"> Based on a contribution equivalent to the land requirement | <ul style="list-style-type: none"> \$600 per institutional residential unit \$1,000 per all other dwelling units |
| Village of Johnson Creek | 3,402 | <ul style="list-style-type: none"> None | <ul style="list-style-type: none"> None | <ul style="list-style-type: none"> \$1,152 per unit |
| City of Lake Mills | 6,452 | <ul style="list-style-type: none"> 1,740 SF per unit | <ul style="list-style-type: none"> None | <ul style="list-style-type: none"> None |
| City of Milton | 5,710 | <ul style="list-style-type: none"> 5% of land area | <ul style="list-style-type: none"> 3% equalized value of all land, less any land dedicated for parks | <ul style="list-style-type: none"> None |
| Village of Mukwonago | 8,384 | <ul style="list-style-type: none"> 3,049 SF per unit | <ul style="list-style-type: none"> \$942 per unit | <ul style="list-style-type: none"> \$600 per 1-bedroom unit \$900 per 2-bedroom unit \$1,200 per 3+ bedroom and single-family unit |
| City of Stoughton | 13,204 | <ul style="list-style-type: none"> 1,468 SF per single family unit 1,019 SF per two-family or multifamily unit 528 SF per dwelling unit in group quarters | <ul style="list-style-type: none"> \$2,674 per single family unit \$1,838 per two-family or multifamily unit \$952 per group quarters unit | <ul style="list-style-type: none"> \$6,477 per single family unit \$4,497 per two-family or multi-family unit \$2,330 per group quarter unit |
| City of Watertown | 14,758 | <ul style="list-style-type: none"> 1,296 SF per residential unit 518 SF per institutional unit | <ul style="list-style-type: none"> \$641 per unit \$256 per institutional unit | <ul style="list-style-type: none"> \$1,264 per unit \$506 per institutional unit |
| Village of Waunakee | 15,426 | <ul style="list-style-type: none"> Land equal to ten percent of the total area proposed to be subdivided. | <ul style="list-style-type: none"> \$475 per single-family unit \$315 per duplex or multi-family unit | <ul style="list-style-type: none"> \$2,755.36 per single-family unit \$1,873.64 per multi-family unit |
| City of Whitewater | 14,200 | <ul style="list-style-type: none"> 1,047 SF per unit | <ul style="list-style-type: none"> \$218 per unit (annually adjusted for inflation with a base year of 2002) | <ul style="list-style-type: none"> \$514 per unit (annually adjusted for inflation with a base year of 2002) |
| Average of Comparable Communities | | 1,612 SF per unit | \$834 per unit | \$1,872 per unit |

Sewer Fee Comparison

| Municipality | Sewer Connection Fee |
|-----------------------|-----------------------|
| City of Beaver Dam | 1" meter = \$2,429.28 |
| City of Columbus | 1" meter = \$2,500 |
| City of Waupun | 1" meter = none |
| City of Watertown | 1" meter = none |
| City of Jefferson | 1" meter = \$2,750 |
| City of Fort Atkinson | 1" meter = none |

What's Next?

Optional Next Steps

Determine if the City wants to pursue changes to existing fees or potential establishment of new fees:

- **Option 1:**
 - Keep as-is (do nothing)
 - Collect sewer connection fees and parkland dedication fees
- **Option 2:**
 - Conduct Needs Assessment (typically consultant-led effort)
 - Revise Ordinances/Fee Schedules to reflect Needs Assessment
 - Begin collecting new impact fees and planning/budgeting for new capital projects

Questions?

Resources

- UW-Steven's Point Impact Fee Summary:
https://www.uwsp.edu/wp-content/uploads/2024/04/ImpactFees_rev.pdf
- Wisconsin State Statutes:
<https://docs.legis.wisconsin.gov/statutes/statutes/66/vi/0617>
- City of Beaver Dam Fee Schedule:
<https://www.ci.beaverdam.wi.gov/DocumentCenter/View/2171/City-of-Beaver-Dam-Fee-Schedule-PDF>



City of Beaver Dam, Wisconsin
City Administrator Office

TO: Operations Committee
FROM: Larry Bierke
SUBJECT: Section 50-3 Use of Firearms and Weapons in the City Limits and Section 50-4 Throwing or Shooting of Arrows, Stones, and Other Missiles

The Issue:

An issue arose during a recent conversation regarding hunting in the City Limits. Attached are the two codes that I could find relevant to the discussion. Could the committee please review these two ordinances to ensure that they do not need any modifications?

The Municipal Code on use of firearms (Section 50-3) denotes that "no person shall discharge any firearm within the city"; hence one can assume that hunting is not permitted.

- Does this impact any islands in Beaver Dam Lake?
- Meta was organizing a significant land donation to Ducks Unlimited; when this occurs, Ducks Unlimited will be asking the City of Beaver Dam to allow hunting on this property. It may be worthwhile for the City to discuss this Ordinance now and update our City Code if any updates are needed.
- There have also been some updates to state regulations on guns, and we may also want to ask our legal team to review whatever changes the Operations Committee decides to pursue.

When searching the term "arrow"; the Municipal Code came back with Code 50-4 Throwing or shooting of arrows, stones, and other missiles. I attached the code for your reference.

1. I was surprised to see that throwing a snowball at someone on public property was against the law. (I understand the dangers here, but does this Ordinance reflect the desires of the community?)
2. Do you want to make any changes regarding arrow use in certain locations?

Considerations:

Does this item have a financial or budget impact?

No

Recommendation:

Staff is bringing this forward to ask the Operations Committee if they would like to modify Ordinance 50-3 or Ordinance 50-4.

Attachments:

- 1. Use of Firearms
- 2. Arrows and Snowballs

Sec. 50-3. - Use of firearms.

No person, except an authorized police officer, shall discharge any firearm within the city or have any firearm in his possession within the city unless it is unloaded and knocked down and enclosed in a carrying case or other suitable container, provided that the council may issue permits to a duly organized gun club to engage in target practice within the city at times and places designated by the chief of police.

(1) Possession of firearms—Public buildings, business establishments and public areas.

(a) Firearms restricted in certain buildings.

1. *Definitions.* The following definitions shall apply in the interpretation and the enforcement of this section.

- a. "Firearm" means a weapon that acts by force of gunpowder.
- b. "Law enforcement" means any person employed by the State of Wisconsin or any political subdivision of this state, for the purpose of detecting and preventing crime and enforcing laws or ordinances and who is authorized to make arrests for violations of the laws or ordinances he or she is employed to enforce.
- c. "Weapon" means a handgun, an electronic weapon as defined at Wis. Stats. § 941.295, a knife other than a switchblade under Wis. Stats. § 941.24, or a billy club.
- d. "Controlled-access facility" means a facility or area that has designated entrances for ingress and egress controlled by a door, gate, attendant or other means to limit entry while the facility is open and can be locked or secured when closed, or in the instance of temporary events of less than three weeks, designated entrances may be either secured when closed or the controlled-access facility removed at the termination of the temporary event.

(b) In addition to the provisions of Wisconsin Statutes enumerating places where the carrying of a weapon or a firearm is prohibited, including exceptions thereto, it shall be unlawful for any person other than a law enforcement officer or other city officer or official designated by the Beaver Dam Chief of Police to enter any city-owned municipal building, any all season enclosed park shelters, or any other controlled-access facilities owned or operated by the City of Beaver Dam, whether now in existence or later constructed or leased, while carrying a weapon or a firearm.

(c) It shall be unlawful for any person other than a law enforcement officer to enter any building, facility, or location open to the public that is posted as a no firearm or concealed weapons location while possessing, carrying, or concealing a firearm or weapon, whether with or without a state permit.

(d)

Signs meeting the requirements of Wis. Stats. § 943.13(2)(bm)1 shall be posted in prominent places near public entrances of all buildings, structures or locations that restrict or prohibit firearms or concealed weapons.

- (e) 1. Signs of at least five inches by seven inches in size shall be posted in prominent places near public entrances to all licensed premises selling alcohol for on-premises consumption to advise patrons that:
 - a. Firearms are prohibited on such premises except with a valid concealed weapons permit pursuant to Wis. Stats. § 941.237(2);
 - b. Those with such a permit cannot be served alcohol if carrying a concealed weapon pursuant to Wis. Stats. § 941.237(3)(cx).
2. Licenses that prohibit all firearms and concealed weapons on the premises and post signs complying with subsection (d), above, shall be exempt from this requirement.
3. The city clerk shall have signs meeting these requirements produced and available for licensees by November 1, 2011, and for new licensees thereafter. Licensees shall post such signs or signs substantially similar of comparable size, front, and content.

(e) Violations of this subsection are subject to fine and forfeiture pursuant to section 1-9 of the Beaver Dam Municipal Code.

(Code 2001, § 9.02; Ord. No. 17-2011, § I, 11-21-2011)

Sec. 50-4. - Throwing or shooting of arrows, stones and other missiles.

No person shall throw or shoot any object, arrow, stone, snowball or other missile or projectile, by hand or by any other means, at any person or at, in or into any building, street, sidewalk, alley, highway, park, playground or other public place within the city. Participating in any baseball, softball, basketball, hockey, volleyball, rugby, football, track and field, or other regularly scheduled athletic event or unscheduled athletic contests in like kind to those aforementioned shall not be a violation of this section.

(Code 2001, § 9.03)



City of Beaver Dam, Wisconsin
City Administrator Office

TO: Operations Committee
FROM: Larry Bierke
SUBJECT: Policies 307 Capital Improvement Plan, 308 Procurement Policy, 501 Snow and Ice Control, and 505 Street Naming Policy

The Issue:

The staff at the City of Beaver Dam are working on the creation of a policy manual. The policies attached are before you for your consideration and recommendation to the City Council. Once the policies are recommended by the Operations Committee or Administrative Committee, they will be combined and presented to the City Council as a policy manual. Staff are planning to have this completed around September 2026.

Considerations:

Does this item have a financial or budget impact?

No

Adopting the policies should not cost the City dollars. However, implementing individual policies could have a cost or a savings. Each policy will need to be evaluated independently.

Recommendation:

Attachments:

1. 06.01.26 Batch 2 Policies



Batch 2 Policies

06.01.25: Attached are the next batch of policies created and updated by city staff. This packet is being distributed to both the Operations Committee and the Administrative Committee. Please take this packet home and review the enclosed policies.

The policies will be discussed at future committee meetings as follows:


Administrative Committee

- Policy 201 position control
- 304 Debt Service
- 305 Fund Balance
- 306 Budget Policy
- 307 Capital Improvement Plan
- 308 Procurement Policy
- 309 Credit Card Policy

Operations Committee

- 307 Capital Improvement Plan
- 308 Procurement Policy
- 501 Snow and Ice Control Policy
- 505 Street Naming Policy

Staff anticipate completing Batch 3 over the next three months and after Committees have completed their review of Batch 1 (done), Batch 2 (now), and Batch 3 (future), we will bring all three batches to the City Council as the first policy manual for the City of Beaver Dam (September).

| | | | |
|---|----------------|--------------------------------|------------|
|  | TITLE: | POSITION CONTROL POLICY | |
| | POLICY #: | 201 | |
| POLICY SOURCE | ADMINISTRATION | | PAGES |
| | | | 4 |
| DATE ADOPTED | XX/XX/XXXX | DATE LAST REVISED | XX/XX/XXXX |

| | |
|---------|---|
| PURPOSE | <p>This policy describes the policy and procedures to be followed for creating and modifying existing positions with the City of Beaver Dam. This policy covers all departments, with an acknowledgement of unique regulations for Library, Police, and Fire Departments.</p> <p>A page addressing staffing levels of all city departments shall be annually included in the city budget for the following year. This document will hereby be called the "position control page" (sample attached to this policy) and will be kept current by the Human Resources Department. All modifications to this document must be recorded and tracked for transparency purposes.</p> |
| POLICY | <p><u>ESTABLISHING A NEW POSITION</u></p> <p>The Beaver Dam City Council has complete authority to set staffing levels in the City of Beaver Dam. This authority covers all departments, but through this policy, an effort is hereby made to delegate these powers in certain situations.</p> <p>Before any new positions are proposed, the Human Resources Department shall be responsible for meeting with the Department Director proposing the new position to 1) review existing job description, or 2) create a new position job description.</p> <p>Throughout the year, there may be times whereby a City Department desires to add positions full or part time to their department for a variety of reasons. The standard and preferred way to add a position to any department is through the budget process. There are, however, situations whereby staffing changes should occur in a more immediate way by adding to existing part-time positions or adding new part-time positions. When a staffing change is anticipated, the Department Director shall first discuss the idea with the City Administrator and review this policy. Lastly, another way to change staffing is to decrease a full-time position to a part-time position(s). These scenarios are explained below:</p> <p>1) BUDGETING PROCESS, annually when the Beaver Dam City Council adopts the fiscal budget for the following year, there is an opportunity for the budget to include new positions.</p> <p>A. Funding for these positions shall be included in the specific department budget as applicable and recognized on the position control page</p> |

included in the annual budget document.

- B. Positions added or reduced from the City staffing structure shall be recognized on this document, whether full-time or part-time, to ensure transparency and clearly define staffing changes by the City Council.
- C. Should position modification occurring in the current year result in increased expenses in future years, it shall be the Human Resources responsibility to evaluate position duties to determine compensation levels and the City Administrator's responsibility to ensure said funding is appropriated and included in future year budgets.
- D. For all newly created position or modifications to job descriptions, the Human Resources department shall evaluate and note compensation recommendations to the approving authority.

2) PART TIME TO FULL TIME,

- A. The City Council hereby delegates authority to the City Administrator to approve modifications of staffing whereby multiple part-time positions are merged into a full-time position, so long as the overall fiscal impact to the City Budget does not increase in the calendar year said action is taken.
- B. Any change that adds hours to the city's overall staffing levels must be included in the annual operating budget or approved via a budget amendment and an update to the position control document completed.
- C. For all newly created positions or modifications to job descriptions, the Human Resources department shall evaluate and note compensation recommendations to the approving authority.

3) FULL TIME TO PART TIME,

- A. Department Directors are hereby authorized to reduce positions from full-time to part-time status without City Council approval. When this occurs, Department Directors must give the Human Resources Department five business days advanced notice to ensure updates are made to the employees benefit structure, time accruals, and that the position control page gets updated.

The reduction in employee hours and wages/salary that results from such a change shall be reflected in the subsequent budget of the Department making the change. It is anticipated that the next calendar budget for that Department will be reduced by the amount saved through this staffing reduction, unless the City Council determines otherwise.

- B. Occasionally it may be necessary to split a position into two positions for operational flexibility or candidate attraction. This is permissible, but both positions must be filled prior to the next calendar budget is adopted by the City Council AND because of the possibility of prorated benefits increasing costs for the City of Beaver Dam, the City

Administrator must approve of the change. City Council adoption is not needed so long as the hours worked of the combined part-time positions equal a single full time employee.

4) LIMITED TERM EMPLOYEES (LTE).

- A. Department Directors may request that a limited term employee be hired to assist for a period of not more than 10 months. The City Administrator shall have the flexibility to approve said positions if funding within the department's budget already exists and position does not exceed the hour requirements to qualify for WRS.
- B. If funding does not currently exist in the appropriate department's budget, the City Administrator may approve a limited term position that lasts up to 3 months to allow for the City Council to consider a budget amendment to potentially fund a longer term.

PROMOTIONS


The City of Beaver Dam hires the best candidate for any vacant position. This means that for open positions, there is always a public recruitment process. Internal candidates are always welcome to apply for open positions, and maybe the candidate that is most qualified, however the City recognizes that a public recruitment helps establish candidate credibility and reduces claims of preference or favoritism.

Sometimes, a position will experience a change or increase of job responsibilities, and a Department Director will modify a job description. Job description changes require the City Administrator's approval. When a position changes enough to warrant a new title, the City Administrator will assign said title and establish an appropriate wage. The City Administrator, however, may not add additional positions to any department without the approval of the Beaver Dam City Council.

LIBRARY, POLICE, AND FIRE DEPARTMENTS:

The Library Department, Police Department, and Fire Department have various other regulations they must follow under state law, union contract, or organizational documents. This policy shall apply to situations in these departments only where other guidance does not exist. Union Contracts, as well as State and Federal Laws, shall control over this policy, as applicable.

| | |
|---------|--|
| HISTORY | |
|---------|--|

| | | | | |
|---|--------------------|--------------------|------------|---|
|  | TITLE: | DEBT POLICY | | |
| | POLICY #: | 304 | | |
| POLICY SOURCE | FINANCE DEPARTMENT | | PAGES | 3 |
| DATE ADOPTED | XX/XX/XXXX | DATE LAST REVISED | XX/XX/XXXX | |

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| PURPOSE | <p>The purpose of this policy is to provide direction from the governing body relative to the issuance of debt and management of the City's debt portfolio to ensure that the City maintains a sound debt position and that its existing credit quality is protected.</p> <p>This policy will also establish a framework of debt management for the City's Five-Year Capital Improvement Program and ensure the City's debt service levy remains at a proportionate even level for tax rate stabilization.</p> |
| POLICY | <p><u>STATUTORY AUTHORITY</u></p> <p>The City may issue bonds and notes in accordance with State Statutes Chapters 66 and 67 for purposes of financing its capital improvements program, to construct new facilities, to refund existing debt, to promote economic development, to provide financing for its Tax Incremental Financing Districts (TID) and to fund other capital needs.</p> <p><u>CREDIT OBJECTIVES</u></p> <p>The City will seek to maintain a credit rating of A1 or higher. The City will strive to maintain good relations with the rating agency and keep them informed of significant developments that could affect the City's credit rating.</p> <p><u>DEBT LIMITATIONS AND STRUCTURE</u></p> <p>To achieve its credit rating objective, the City recognizes the need to integrate the debt policy with its capital improvement program and long-range financial plans. The following Debt Limitations will be used to maintain debt service requirements at an affordable level and enhance the credit quality of the City:</p> <ol style="list-style-type: none"> 1. Section 67.03 of Wisconsin Statutes requires general obligation debt outstanding not exceed 5% of the equalized valuation of the taxable property with the City. Revenue bonds and notes are not considered debt for purposes of determining compliance with statutory debt limitations. The City intends to keep total outstanding general obligation debt within 65% of the statutory limit. 2. A majority vote of the Common Council is required to exceed the borrowing limits described in #1 above. 3. The City will not use long-term borrowing to finance annual operating |

needs.

4. In general, bonds and notes may be issued to fund vehicles, equipment, infrastructure and/or facilities concurrently. The final maturity of the bonds and notes will be no more than 20-years. The debt will be structured so that the term of each purpose does not exceed the expected useful life of the underlying project for which they were issued.


The following are exceptions to the Debt Limitations described above:

1. Emergency borrowing for the purpose of dealing with natural disasters. If funding from the City's property & liability insurance program and or State/Federal funding is available to fund the immediate costs to respond to a natural disaster these funds shall be utilized prior to City funds. If funding from the City's property & liability insurance program and or State/Federal funding is not available to fund the immediate costs to respond to a natural disaster but these funds subsequently become available these funds should be used to supplement the response costs or, where allowed by law, to reduce or eliminate new CIP borrowing in the next budgetary year.
2. Borrowing for the purpose of economic development where the property taxes to be generated when the development is completed will be sufficient to fund the annual debt service required as a result of the borrowing.
3. Issuance of debt as a conduit on behalf of for-profit or non-profit corporations when doing so would promote economic development or secure quality of life issues. Prior to issuing such debt, the corporation shall agree to pay all of the City's expenses in connection with the borrowing (including legal fees) and shall provide substantive proof acceptable to the City that no budget appropriation shall be required to repay the debt. The City shall not issue debt on behalf of a non-profit corporation if doing so would prevent the City from issuing "bank qualified" debt for its own purposes without compensation from the non-profit corporation to cover the additional debt service cost.

FINANCIAL ADVISORS & REFUNDINGS

1. The City will utilize the services of a qualified financial advisor in monitoring its debt and debt service.
2. The City shall establish and maintain a long-term relationship with a financial advisor to allow for continuity and consistency in services provided by the advisor. However, the arrangement between the financial advisor and the City should be examined every three (3) to five (5) years or as deemed necessary by the City Administrator.
3. Alternatives (for example, State Trust Fund loans and private placements with local financial institutions) for borrowing funds should be considered by the City and the financial advisor, depending on the uniqueness of the items or projects being financed by long-term debt.

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| | <p>4. All costs related to the issuance of long-term debt, including fees for professional services, underwriting fees, and the interest costs over the term of the debt issue, must be considered and carefully evaluated for each borrowing.</p> <p>5. The City will work with its financial advisor to ensure that long-term debt issues are structured to protect the interest of the City for the present and for the future (for example, the inclusion of call provisions to protect the City against future interest rate fluctuations or other circumstances).</p> <p>6. Periodic reviews of outstanding debt will be undertaken to determine any refunding opportunities. Refunding will be considered (within federal tax law constraints) when there is a net economic benefit of the refunding or when a refunding will enable the City to achieve financing or cash flow objectives.</p> <p><u>FINANCING CONSIDERATIONS</u></p> <p>1. All feasible alternatives (for example, State Trust Fund loans, Clean Water or Safe Drinking Fund loans, lease purchase agreements and private placements with local financial institutions) for borrowing funds shall be considered by the City depending on the uniqueness of the items or projects being financed by long-term debt.</p> <p>2. The City may use inter-fund loans (in lieu of borrowing from private parties) to minimize the expense and administrative effort associated with external borrowing. Inter-fund loans are typically made for relatively short periods of time (under five years) and relatively low amounts (under one million dollars). Inter-fund loans shall be considered to finance high priority needs on a case-by-case basis, only when other planned expenditures in the fund making the loan would not be affected. Inter-fund loans shall be repaid with interest at a rate similar to the average rate of interest the City earns on its accounts or market rate.</p> <p><u>DISCLOSURE</u></p> <p>The City is committed to full and complete financial disclosure, and to cooperating fully with rating agencies, institutional investors, bond insurers, other units of government, and the public to share clear, comprehensible, and accurate financial information.</p> <p>The Finance Department will provide continuing disclosure in compliance with continuing disclosure certifications made at the time of each debt issuance.</p> <p><u>AMENDMENT</u></p> <p>A majority vote is required to approve any amendment to the provisions of this policy.</p> |
| HISTORY | |

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|---|--------------------|----------------------------|------------|
|  | TITLE: | FUND BALANCE POLICY | |
| | POLICY #: | 305 | |
| POLICY SOURCE | FINANCE DEPARTMENT | | PAGES |
| | | | 4 |
| DATE ADOPTED | XX/XX/XXXX | DATE LAST REVISED | XX/XX/XXXX |

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| PURPOSE | <p>The purpose of this policy is to address the implications of Governmental Accounting Standards Board ("GASB") Statement No. 54, Fund Balance Reporting and Governmental Fund Definitions. This policy is created in consideration of unanticipated events that could adversely affect the financial condition of the City and jeopardize the continuation of necessary public services. This policy will ensure that the City maintains adequate fund balances and reserves in order to:</p> <ol style="list-style-type: none"> 1. Provide sufficient cash flow for daily financial needs, 2. Offset significant economic downturns and revenue shortfalls, and 3. Provide funds for unforeseen expenditures related to emergencies. |
| POLICY | <p><u>DEFINITIONS</u></p> <p>Fund balance will be reported in governmental funds under the following categories using the definitions provided by GASB Statement No. 54:</p> <ol style="list-style-type: none"> 1. <u>Nonspendable Fund Balance</u> - includes amounts that cannot be spent because they are either not in spendable form or legally or contractually required to be maintained intact. Examples of Nonspendable Fund balance are: Inventory and prepaid expenditures. Nonspendable amounts will be determined before all other classifications. It is the responsibility of the Finance Director to report all Nonspendable Funds appropriately in the City's financial statements. 2. <u>Restricted Fund Balance</u> - Fund balance should be classified as restricted when constraints are placed on the use of resources are either: <ol style="list-style-type: none"> a. Externally imposed by creditors (such as through debt covenants), grantors, contributors or laws or regulations of other governments; or b. Imposed by law though constitutional provisions or enabling legislation. 3. <u>Committed Fund Balance</u> - includes amounts that can be used only for specific purposes determined by a formal action of the City Council. A majority vote is required to approve a commitment and must take place within the fiscal reporting period, no later than December 31st; however, |

the amount can be determined subsequent to the release of the financial statements. A majority vote is also required to remove or change the specific use of a commitment.

4. Assigned Fund Balance - includes amounts intended to be used by City for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed.

Authority to Assign: The City Council delegates the City Administrator to assign amounts to be used for specific purposes. Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund.

5. Unassigned Fund Balance - includes the residual classification for the City's general fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance from overspending for specific purposes from which amounts had been restricted, committed, or assigned.

ROLES AND RESPONSIBILITIES

The City Administrator is authorized to facilitate implementation and management of this policy.

It shall be the responsibility of the Finance Department to monitor reserve balances on a monthly basis and report material deviations to the City Administrator and City Council.

The Library Board and Police and Fire Commission have powers vested by statute and ordinance that may differ and they manage funds in a manner that is consistent under ordinance and statute guidance.


OPERATIONAL GUIDELINES

To achieve and maintain the above fund balances, the City shall use the following guidelines:

1. Classifying Fund Balance Amounts - Fund balance classifications depict the nature of the net resources that are reported in a governmental fund. An individual governmental fund may include nonspendable resources and amounts that are restricted, committed, or assigned, or any combination of those classifications. The general fund may also include an unassigned amount.

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| | <p>2. <u>Prioritization of Fund Balance</u> - When the City incurs an expenditure and both restricted and unrestricted fund balance amounts are available, the City's policy is to first reduce restricted fund balance.</p> <p>For expenditures where only unrestricted fund balance is available, the City will apply amounts in the following order: Committed Fund Balance, Assigned Fund Balance and lastly Unassigned Fund Balance.</p> <p>3. <u>Minimum Unassigned Fund Balance</u> - The City will maintain a minimum unassigned fund balance in its General Fund ranging from 20 percent to 25 percent of the subsequent year's budgeted operating expenditures (including other financing uses). This minimum fund balance is to protect against cash flow shortfalls related to timing of projected revenue receipts and to maintain a budget stabilization commitment.</p> <p>4. <u>Drawdown of Unassigned Fund Balance</u> - When unassigned fund balance exceeds 25 percent of the subsequent year's budgeted expenditures, the City should consider a drawdown of reserves. The use of unassigned fund balance may be transferred to support capital purchases (and reduce borrowing) as part of the annual budget adoption process. It shall never be used to support operating expenses.</p> <p>5. <u>Replenishing deficiencies</u> - When fund balance falls below the minimum 20 percent, the City Administration will develop a budgetary plan to replenish the fund balance to the established minimum level within five years. Practices may include but not limited to the following:</p> <ol style="list-style-type: none"> a. The city will eliminate the budgeted use of fund balance if said use would reduce fund balance below policy minimums. b. Apply remaining unexpended general fund resources at the end of each fiscal year to add to the cash portion of the reserves if necessary to meet policy minimums. c. Encourage using a portion of the tax levy generated by equalized valuation which may be higher than used for budget development to add to the cash portion of the reserves if necessary to meet policy minimums. d. Utilize repayments on existing interfund loans or advances to other funds (such as TID's and utilities) to increase the unrestricted fund balance in its General Fund to a level that exceeds the minimums established herein. |
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| | <p><u>BUDGET PRACTICES</u></p> <p>Department budgets are established each year and departments are encouraged to use the funds committed to their stewardship for the efficient and effective management of city programs and services. The following practices will help in the overall management of budgets:</p> <ol style="list-style-type: none"> 1. <u>Salary and Wage Costs</u> - The Finance Department will be responsible for setting salary and wage budgets for each department annually. To avoid a budget deficit and to cover overtime in the event of an emergency or vacancies, it is the general practice to budget for full or nearly full staffing. The Finance Department may apply historical turnover rates when making slight reductions to the staffing or benefit budget lines. Departments shall not use salary savings to cover operational or capital costs. 2. <u>Operational Costs</u> - Departments should record an expense to the appropriate classification and line item but may spend more within any given line item if there is sufficient budget in another operating line to cover that cost. Department Heads are responsible to monitor total department operating expenses to verify that they do not exceed their total budget. <p>Should an unexpected inflationary cost in service delivery occur in any given budget year, or a department become projected to be over budget for any reason, the Department Head must seek out a budget amendment from the City Council in support of their department budget. Failure to complete a budget amendment will subject the department to greater budgetary scrutiny for mismanaging department funds.</p> <ol style="list-style-type: none"> 3. <u>Contingency</u> - This reserve shall be budgeted, at a minimum, to equal one-half of one percent (0.5%) of the general fund operating expense. At the end of any fiscal year, remaining contingency budget shall roll over into the General Fund Balance. 4. <u>Budget Carryovers</u> - If a department purchase is delayed from one fiscal year to another, the department may carry over budget with approval from the City Administrator. Carryovers should be discussed as early as anticipated. Unspent department budgets not receiving approval are swept into the General Fund Balance at the end of any given fiscal year. |
| HISTORY | |

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|---|--------------------|----------------------|------------|
|  BEAVER DAM <i>Life is good here</i> | TITLE: | BUDGET POLICY | |
| | POLICY #: | 306 | |
| POLICY SOURCE | FINANCE DEPARTMENT | | PAGES |
| | | | 4 |
| DATE ADOPTED | XX/XX/XXXX | DATE LAST REVISED | XX/XX/XXXX |

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| PURPOSE | <p>The purpose of this policy is to establish a clear framework and standard practices for the development, adoption, execution, and monitoring of the City's budget. This policy is intended to ensure that the City's financial resources are planned, allocated, and managed in a manner that supports the community's strategic priorities, maintains fiscal stability, and complies with the legal requirements of Wisconsin's municipal budget statutes.</p> <p>By defining roles, responsibilities, timelines, and budgetary controls, the policy promotes transparency, accountability, and prudent stewardship of public funds; facilitates sound decision-making by the governing body; and provides residents with a clear understanding of how limited municipal resources are matched to the services the City provides.</p> <p>Consistent with statutory requirements, the policy also supports a balanced budget that aligns estimated revenues and other financing sources with proposed expenditures and provides a basis for effective monitoring of actual performance against the approved plan.</p> |
| POLICY | <p><u>DEFINITION OF FUND STRUCTURE</u></p> <p>The City of Beaver Dam uses fund accounting for its financial structure. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain City functions or activities.</p> <p>Funds are the control structures that ensure that public monies are spent only for authorized purposes and within the amounts authorized. Funds are established to account for the different types of activities and legal restrictions that are associated with a particular auditing that are associated with this fund structure are governed by the Governmental Accounting Standards Board (GASB).</p> <p>For financial statement presentation purposes, the various funds of the City are grouped into the following fund types under three broad fund categories: governmental, proprietary, and fiduciary/agency.</p> <p>1. <i>Governmental Funds</i></p> |

Governmental funds are those through which most municipal functions are financed. Governmental fund reporting focuses on the sources, uses and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may or must be used. Current liabilities are assigned to the fund from which they will be paid.

The difference between governmental fund assets and liabilities is reported as fund balance.

The City's Governmental Funds are the General Fund, Special Revenue Funds, Debt Service Fund and Capital Project Funds.

- A. The General Fund accounts for all financial resources except those required to be accounted for in another fund. The unassigned general fund balance is available to the City for any purpose, provided it is expended or transferred according to the general laws of Wisconsin and the City of Beaver Dam.
- B. Special Revenue Funds are used to account for revenue from specific sources (other than major capital projects) which require separate accounting because of legal restrictions.
- C. Debt Service Funds account for the accumulation of resources for and payment of general long-term obligations' principal and interest.
- D. Capital Projects Funds account for financial resources to be used for acquisition of equipment and the construction of major capital facilities (other than those financed by proprietary funds), and to account for the financing of public improvements or services deemed to benefit specific properties on which assessments are levied.

2. *Proprietary Funds*

Proprietary fund reporting focuses on the determination of operating income, changes in net assets, financial position and cash flows. Proprietary funds are classified as either enterprise or internal service.

Enterprise funds are used to account for operations that provide goods or services to external users for a fee.

Internal service funds are used to account for operations that provide goods or services primarily to other departments or funds within the government on a cost-reimbursement basis.

3. *Fiduciary/Agency Funds*

Fiduciary fund reporting focuses on net assets and changes in net assets. The fiduciary fund is comprised of only the Agency funds. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

The City does not have to appropriate agency funds. Agency funds account for money a government holds in an agency capacity on behalf of another person or entity. Therefore, a government has minimal discretion in spending this money.

CAPITAL BUDGETING


Capital projects include the acquisition of equipment and construction projects. Construction projects are defined as a study, engineering/design, and construction, or a combination of all three phases totaling \$10,000 or more, having a useful life of at least three years. [See Policy 307 for information on Capital Improvement Planning.]

Projects will be funded by a combination of note proceeds, bond proceeds, grants, government loans, gifts and operating funds. If a capital project is debt funded (note, bond, lease or loan), the term of the debt should not exceed the useful life of the project. [See Policy 304 Debt Policy]

BUDGET TIMELINE GUIDE


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| April – June | Capital Improvement Plan is assembled by staff |
| Prior to July 1 | Finance Department prepare and provides the wage and fringe information for each department |
| July | Capital Improvement Plan is Adopted by City Council. |
| Prior to Aug 1 | Finance Department distributes first 6 months of revenue and expenses to departments to assist in budget preparations. |
| August-September | City Administrator meets with Departments as needed and Assembles Draft Budget Proposal |
| Prior to Sept 1 | All Departments and partner agencies provide completed budget drafts to the Finance Department. |
| Prior to Sept 15 | Health Insurance Rates and Wage Adjustments are finalized for draft budget. |
| October | Council budget review session |
| November | Hold public hearing and Council adopts the budget and levy |
| December | Tax bills are generated and distributed. Budget is Added to City Website. |

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| | <p>BUDGET TRANSFER</p> <p>Annually the City Council adopts a fiscal budget for the City. This budget is adopted via Resolution on a department basis, and any modification thereof requires a Budget Amendment Resolution with a 2/3 vote of the City Council. A class 1 notice of the budget amendment must be published within 15 days after adoption.</p> <p>Department Heads are authorized to spend budgeted operating funds within their department and are responsible for monitoring their budgets. At a minimum, budgets shall balance before the fiscal year-end. All revenues and expenses must be properly accounted for throughout the course of the year and allocated to the appropriate accounts. Department Heads may not manipulate revenues and expenses to avoid budget overdrafts.</p> <p>The City Administrator will monitor activity through monthly budget-to-actual reporting provided by the Finance Department.</p> |
| HISTORY | |

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|---|--------------------|--|------------|---|
|  | TITLE: | CAPITAL IMPROVEMENT PLAN POLICY | | |
| | POLICY #: | 307 | | |
| POLICY SOURCE | CITY ADMINISTRATOR | | PAGES | 2 |
| DATE ADOPTED | XX/XX/XXXX | DATE LAST REVISED | XX/XX/XXXX | |

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| PURPOSE | <p>It is the policy of the City of Beaver Dam to annually adopt a five-year capital improvement plan to apply predictability to anticipated large purchases.</p> <p>By segregating purchases that last for multiple years and have higher costs, the City is able to smooth out the operating budget from year to year and better track increased operating costs. This will aid the City in keeping tax rates and the City levy on an even trajectory, avoiding disruptive swings for our taxpayers.</p> <p>Annually that Capital Improvement Plan is used to determine what capital items are added to the Capital Improvement Fund Budget. It is further anticipated that the City of Beaver Dam will lean on borrowing in support of the capital budget.</p> |
| POLICY | <p><u>DEFINITIONS</u></p> <p>A Capital Improvement is any purchase made that costs more than \$10,000 and lasts more than three years.</p> <p><u>AUTHORITY</u></p> <p>Annually, the City Administrator proposes a Capital Improvement Plan to the City Council.</p> <p><u>TIMELINE GUIDE</u></p> <p>The City Administrator, in conjunction with assigned department heads, shall assemble the draft Capital Improvement Plan during the second quarter of the year. The Operations Committee will review the draft proposal during the third quarter of the year. The Plan shall then be adopted by the City Council each September.</p> <p>Once the Capital Improvement Plan is adopted by the City Council it shall be added to the City's website and serve as a guide to complete the Capital Fund (fund 40) portion of the next fiscal year budget. At any time during the budget process, the expenses of the Capital Fund may be modified by staff. The Capital Improvement Plan is a plan or guide to help ensure great thought is put into planning efforts and that we are purposeful when making large capital expenditures.</p> |

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| | In response to inflationary impacts, deferred infrastructure needs, and planned expansion of public streets and facilities, the City shall incorporate a 10% annual increase in funding for projects identified in each plan year. |
| HISTORY | |

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|---|--------------------|---------------------------|------------|
|  | TITLE: | PROCUREMENT POLICY | |
| | POLICY #: | 308 | |
| POLICY SOURCE | FINANCE DEPARTMENT | | PAGES 10 |
| DATE ADOPTED | XX/XX/XXXX | DATE LAST REVISED | XX/XX/XXXX |

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| PURPOSE | <p>The purpose of this policy is to provide city employees with uniform guidance in the procurement of goods and services. The controls and procedures set forth are intended to provide reasonable assurance that the most cost-effective service that serves the best interests of the City of Beaver Dam is obtained, while balancing the need for flexibility and efficiency in departmental operations.</p> |
| POLICY | <p><u>AUTHORITY</u></p> <p>This policy applies to the procurement of goods and services by all departments and divisions of the City of Beaver Dam. More restrictive procurement procedures required by grants, aids, statutes or other external requirements or funding sources will take precedence. Nothing in this policy shall limit the statutory authority granted to the Police and Fire Commission or the Library Board.</p> <p><u>GOALS</u></p> <ol style="list-style-type: none"> 1. To encourage open and free competition to the greatest extent possible. 2. To receive maximum value and benefits for each public dollar spent. 3. To ensure that all purchase contracts are made in compliance with federal, state and local laws. 4. To prevent potential waste, fraud, abuse and conflicts of interest in the procurement process. 5. To assure proper approvals are secured prior to the purchase, award of contract and disbursement of public funds. <p><u>ETHICAL STANDARDS</u></p> <p>All procurement shall comply with applicable federal, state and local laws, regulations, policies and procedures. The City's Personnel Policies and Procedures Handbook provides general ethical standards and conduct expectations.</p> |

In general, employees are not to engage in any procurement related activities that would actually or potentially create a conflict of interest, or which might reasonably be expected to contribute to the appearance of such a conflict.

1. No employee shall participate in the selection, award or administration of a contract if a conflict of interest would be involved. Such a conflict would arise when the employee, any member of his immediate family, business partner or any organization that employs, or is about to employ, any of the above, has a financial interest or other interest in the firm selected for award.
2. To promote free and open competition, technical specifications shall be prepared to meet the minimum legitimate need of the City and to the extent possible, will not exclude or discriminate against any qualified contractors or vendors.
3. No employee shall solicit or accept favors, gratuities, or gifts of monetary value from actual or potential contractors, subcontractors or vendors.
4. Employees must maintain strict confidentiality in the procurement process and shall not impart privileged information to any contractors or vendors that would give them advantage over other potential contractors or vendors.
5. Personal purchases for employees by the City are prohibited. City employees are also prohibited from using the City's name or the employee's position to obtain special consideration in personal purchases.

DEFINITIONS

Types of Bidding Process:

1. Request for Bid (RFB) - Commonly used when deliverables are commodities for which there are clear specifications and when price will be the primary determining factor.
2. Request for Information (RFI) - Commonly used to develop lists of qualified sellers and gain more input for resource availability.
3. Request for Proposal (RFP) - Commonly used when deliverables are not well-defined or when other selection criteria will be used in addition to price. Proposals will include qualifications that will be evaluated and may be used to justify selecting a proposal that is not the lowest bid price.
4. Request for Quotation (RFQ) - Commonly used when deliverables are commodities for which there are clear specifications and when price will be the primary determining factor. Unlike an RFB, this solicited price quote is used for comparison purposes and is not a formal bid for work.

Types of Employees:

1. Department Head - City employee having responsibility for a department or office on behalf of which moneys were appropriated in the city budget for purchases.
2. Purchasing Agent - City employee assigned by the Department Head to make department-wide purchases and process department invoices and payments. Typically, this employee is second in command to the Department Head.
3. General Employee - All other city staff that have been delegated purchasing authority as established by the Department Head within the policy threshold.

Types of Services:

1. Contractor services - The furnishing of labor, time or effort by a contractor, usually not involving the delivery of specific goods or products other than those that are the end result of and incidental to the required performance. Examples of contractor service will include but are not limited to refuse and recycling collection, snow removal, EMS billing services, janitorial, elevator maintenance, mailing, or delivery services. Contractor services shall follow the competitive procurement policy as outlined below. The cost shall be determined by considering the maximum total expenditure over the term of the contract.
2. Construction services - The substantial repair, remodeling, enhancement construction or other changes to any city owned land, building or infrastructure. Procedures found with in State of Wisconsin Statute 62.15 shall take precedence. In absence of guidance in these areas, construction services shall follow the competitive procurement policy as outlined below.
3. Combined goods and services in situations where the purchase combines goods and services (exclusive of construction and contractor services), such as many technology projects, the purchase shall be treated as a purchase of professional services.
4. Professional services - Consulting and expert services provided by a company, organization or individual. Examples of professional services include attorneys, certified public accountants, appraiser, financial and economic advisors, engineers, architect, planning and design. Professional services are generally measured by the professional competence and expertise of the provider rather than cost alone. For this reason, greater discretion is attributed to professional services rather than lowest cost through competitive bid.

AUTHORITY ROLES AND RESPONSIBILITIES

The Governing Body is responsible for approving and adopting an annual operating budget to guide city expenditures, adopting the Purchasing Policy, setting city policy and decision-making regarding large purchases, determining

whether services shall be performed by officers and employees or third-party contractors (with limited exceptions as delegated to the City Administrator, officers, and Department Heads within this Policy), and providing direction on the provision of city services.

1. The City Administrator is responsible to the Governing Body for the enforcement of the Purchasing Policy. The City Administrator may approve procedures to assist in the understanding and compliance with the Purchasing Policy. The Purchasing Policy and procedures issued by the City Administrator shall be applicable to all city employees and officers. Deviation from this Policy may only be made upon the approval and at the discretion of the City Administrator pursuant to the Emergency Purchases.
2. Under the authority of the Governing Body and the City Administrator, Department Heads are delegated purchasing authority and responsibility as established in this policy and as set by the annually adopted city operating budget. Department Heads are responsible for ensuring their department's purchasing activities are in accordance with the rules and regulations set forth herein.

GENERAL GUIDELINES

These general guidelines shall be adhered to as closely as possible by all departments in the procurement of goods and services.

1. Discretion of Bidding Process - Unless required by State Statute, it shall be the Department Heads discretion on the method of obtaining bids and proposals. Options include Request for Bid (RFB), Request for Information (RFI), Request for Proposal (RFP), Request for Quotations (RFQ). The method by which requests are solicited and proposals are received may be by US mail, e-mail, and publication in the official newspaper, telephone contacts or verbal requests. Purchases shall attempt to obtain bids or proposals from at least three (3) vendors to ensure that comparison pricing is demonstrated.
2. Buy Local - It is the desire of the City to purchase locally when possible. This can be accomplished by ensuring that local vendors are included in the competitive solicitation process that will precede major purchases. It is also the desire of the City to purchase from disadvantaged enterprise businesses whenever possible as defined by Wisconsin Statute 84.06(1).
3. Cooperative Procurement Programs – Departments are encouraged to use cooperative purchasing programs sponsored by the State of Wisconsin or other jurisdictions. Purchases secured through these programs are considered to have met the requirements of competitive procurement outlined in this policy. Additionally, if identical services can be obtained at a lower price than current cooperative purchasing contracts, no additional quotes are required.

4. Purchasing Oversight – Department heads have the responsibility for procurement within their individual departments.
5. Emergencies – When an emergency situation does not permit the use of the competitive process outlined in the policy, the applicable department head, City Administrator and Mayor may determine the procurement methodology most appropriate to the situation. Appropriate documentation of the basis for the emergency should be maintained and filed with the City Clerk. All emergency purchases exceeding \$25,000 shall require the department Head to provide written notice to the Common Council. An emergency is defined as flooding, tornado, dam breach, earthquake, FEMA qualified disasters, criminal or terrorist attacks, major disruption to city infrastructure or other threat to employee and/or public health and safety.
6. Identical Quotes or Bids – If two or more qualified bids/quotes are for the same total amount, and quality or service is considered equal the contract shall be awarded to the local bidder. Where this is not practical the contract will be awarded by drawing lots in public.
7. Serial Contracting – No contract or purchase shall be subdivided to avoid the requirements of this policy. Serial contracting is the practice of issuing multiple contracts, subcontracts, or purchase orders to the same vendor for the same good or service in any 90-day period in order to avoid the requirements of the procurement policy.
8. Policy Review – This policy may be periodically reviewed by the Administrative Committee.

COMPETITIVE PURCHASING

Whenever practical the purchase of services should be conducted based upon a competitive process unless exempted by this policy or approved otherwise by the committee, commission or board of jurisdiction or the Common Council:

1. Informal Quote and Bid Process - Departments may use an informal bid or RFQ process to document market competition for procurements with an estimated cost of less than \$50,000. Quotations are written or verbal statements of prices, terms of sale and description of goods or services offered to the City by a prospective contractor. Unless a purchase qualifies for an exception listed below, quotations from multiple firms shall be used as documentation of purchases with a cost of at least \$10,000.00 but less than \$50,000. All quotations should be in writing.
2. Formal Bid and Request Process - If it is estimated that the service being solicited has a total cost of over \$50,000 or when state statute mandates, a formal RFB or RFP process shall be used to solicit vendor responses. The Department Head shall be responsible for the preparation of all Request specifications, notices and advertising.

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| | <p>Prequalification of proposers may be done at the discretion of the Department Head.</p> <ul style="list-style-type: none"> a) The purpose of formal bid and proposal process is to solicit proposals with specific information on the proposer and the service offered which will allow the City to select the best proposal. The best proposal is not necessarily the proposal with the lowest cost. b) Based upon the services or project and the magnitude of the outcome a selection committee may be advisable. c) Formal bids and requests shall be publicly noticed. All notices and solicitations of proposals shall state the time and place of the proposal opening. d) Information to be requested of the proposer should include: Number of years the proposing company has been in business, company's experience in the area of desired services, financial strength of the company, examples of similar services/projects completed, resumes of staff that will be associated with the project/service, list of references, insurance information. In addition, the proposal should provide information about the City, scope of services requested and any outcomes. The proposal should also identify evaluation factors and relative importance. e) Establish selection criteria and include this information with the RFP. It is generally advisable to establish a numeric ranking matrix. This reduces the subjective nature of the rating process. f) Proposals should be solicited from an adequate number of qualified sources. Requests for proposal should be formally noticed. All notices and solicitations should provide the issue date, response due date, date and time of opening responses and a contact person. g) Proposals shall be opened and recorded, and a tabulation of proposals received shall be available for public inspection. The Department Head and selection committee (if applicable) will then review the proposals and make a selection. Proposals shall be reviewed and approved by the committee of jurisdiction. <p>2. <u>Exceptions</u> - The only exceptions to a Competitive Procurement process whether formal or informal are:</p> <ul style="list-style-type: none"> a) Sole-source purchases (i.e., when only one known supplier is available): includes diagnostic vehicle repairs and warranty work that needs to be done by service providers equipped and trained for repairs on the make and model of equipment being repaired. b) Emergency purchases and repairs covered by insurance |
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proceeds.

- c) Items purchased by State contract or Cooperative Agreements.
- d) Purchases paid with grant funds which require specified purchase procedures.
- e) Professional services and other services that have been established as Long Term Services.
- f) Purchases under \$25,000 with justifications as identified by a Department Head and approved by the City Administrator.
- g) For purchases below \$5,000, the bidding/proposal process is waived although the purchaser is expected to compare prices for routine purchases and supplies. The intent is to look for quality and price over convenience, wherever practical.

SOLE SOURCE

Purchase of services under \$25,000 may be made without competition when it is agreed in advance between the Department Head and City Administrator. Sole source purchasing should be avoided unless it is clearly necessary and justifiable. The justification must withstand public and legislative scrutiny. The Department Head is responsible for providing written documentation justifying the valid reason to purchase from one source or that only one source is available. Sole source purchasing criteria include: urgency due to public safety, serious injury, financial or other unusual and compelling reasons, service is available from only one source and no other service will satisfy city requirements, legal services provided by an attorney, lack of acceptable bids or quotes, an alternate product or manufacturer would not be compatible with current products resulting in additional operating or maintenance costs, standardization of a specific product or manufacturer will result in a more efficient or economical operation, aesthetic purposes or compatibility is an overriding consideration, the purchase is from another governmental body, continuity achieved in a phased project, the supplier or service demonstrates a unique capability not found elsewhere, economical to the City on the basis of time and money of proposal development.

1. Sole source purchase under \$10,000 shall be evaluated and determined by the Department Head.
2. Prior to a sole source purchase of \$10,000 to \$25,000 justification shall be provided to the City Administrator, who must concur and sign off with his or her approval the sole source or assist in locating additional competitive sources.
3. Sole source purchase exceeding \$25,000 must be approved by the Common Council based upon a recommendation from the committee of jurisdiction.

COOPERATIVE PURCHASING

Cooperative purchasing between the City and the State of Wisconsin or between the City and other local governments can result in significant savings on the purchase price of many items. The Finance Manager shall have the authority to analyze the desirability of cooperative purchasing arrangements and to make recommendations to the City Administrator. The Common Council encourages cooperative purchasing but maintains the right to reject any or all such agreements. It is the policy of the City to enter into cooperative purchasing agreements when:

1. Substantial savings will result.
2. Quality, availability, or service will not be sacrificed.
3. The City will be separately billed for its purchases;
4. Ordered items will be delivered directly to the City (unless otherwise agreed to).

When equipment and goods can be purchased under a cooperative purchase agreement or state contract they are not required to be competitively bid. The Common Council will authorize the purchase when the budget and capital improvement plan are adopted each year. Departments need not seek secondary approval at the time of purchase as long as the equipment and good remain within the approved budget.

PROFESSIONAL & LONG TERM SERVICES

1. **Professional Services** - Professional services may include, but are not limited to, legal, engineering, financial, medical, information technology, or consulting services. Such complex or technical services may be long-term for continuity. Provided that contracts for professional services or outsourcing contractual officers are subject to Mayoral appointment and consent of the Common Council, contracts for such services may be written to reflect that services will continue until terminated by one of the parties. Best practices that justify professional services without a competitive process include:
 - a) The provider has an established relationship and working knowledge of city assets, data, policies, and procedures or expert knowledge that renders an advantage to the City in terms of reduced time and cost, improved production, or reduced monitoring.
 - b) The provider was evaluated competitively initially and continues to maintain satisfactory service.
 - c) Design costs generally reflect 10-15% of construction estimates, with an additional 5% buffer should the project require federal reporting.
 - d) Every five years professional service engagements are reviewed.

2. Contract Renewals – The City may enter into long term contracts up to 5 years. After five years, should a contractor be willing to maintain the contractual terms and price, the City may renew the contract on a year-to-year basis without having to go through a competitive procurement process.

REVIEW AND AUTHORIZATION OF AGREEMENTS

1. Legal Review - All contracts, including but not limited to rental or lease agreements, contracts for services that exceed Department Head purchase authority, facility use agreements, and cooperative agreements, must be reviewed and approved by the City Attorney prior to execution.
2. Record Keeping - A copy of all contracts that exceed Department Head purchase authority of any sort must also be forwarded to the City Clerk for processing and recordkeeping upon execution. A copy of all contracts requiring payment, or the receipt of funds must be forwarded to the Finance Department as promptly as reasonable.
3. Execution - Contracts that exceed Department Head purchase authority shall be signed by the Mayor or designee and counter-signed by the City Clerk, City Administrator or City Attorney. The City Administrator shall certify that funds have been provided by the Common Council to pay the liability that may be incurred under the contract.

CHANGE ORDERS

A change order is an order given to a contractor to expand on work set forth in the original contract. In a majority of the contracts issued by the City, there will be change orders. There will be contracts with a high degree of planning that will not cover unanticipated aspects of the project.

Staff may approve change orders up to 10% of the total cost; however, staff shall not approve a change order over \$100,000 without Common Council approval.

Financial information shall be submitted to the Common Council when partial payments are made. When change orders requested exceed the contract amount by at least 10%, a report of all past change orders will be provided to Common Council with any future change order request.

BUDGET

All purchases shall be made in accordance with the budget approved by the Common Council. The Department Head has the responsibility for managing departmental spending to ensure the departmental budget is not overspent within the department's operating budget, and for initiating Transfer of Fund Requests between accounts when appropriate.

PURCHASING AUTHORITY


- 1. Purchasing Cards – Refer to Policy 304 Credit Card
- 2. Purchasing Thresholds - The following table indicates final payment authorization for City expenditures.

| Expenditure Amount | Authority Classification |
|---------------------------|---------------------------------|
| \$1 to \$2,500 | General Employees |
| \$2,501 to \$5,000 | Purchasing Agent |
| \$5,001 to \$10,000 | Department Head |
| \$10,001 to \$25,000 | City Administrator |
| Over \$25,000 | Governing Body |

The Mayor has purchasing authority through use of his or her city-issued purchasing card with a threshold of \$5,000.

- 3. Emergency Threshold - Under a declared emergency, the Mayor and City Administrator may exercise purchasing authority up to \$50,000. All emergency purchases shall be reported to the Common Council.
- 4. Petty Cash - The petty cash fund was established to enable departments to make small, emergency purchases when a check is not available, or a purchasing card cannot be used. Petty Cash expenditures may not be used to circumvent current purchasing procedures. Expenditures of \$50 or less made by a city employee may be reimbursed through the petty cash fund. Adequate receipts and documentation must be maintained to support all transactions made from the petty cash fund. Departments will be required to reconcile petty cash receipts once per quarter.

HISTORY

| | | | |
|---|--------------------|---------------------------|------------|
|  | TITLE: | CREDIT CARD POLICY | |
| | POLICY #: | 309 | |
| POLICY SOURCE | FINANCE DEPARTMENT | | PAGES |
| | | | 2 |
| DATE ADOPTED | XX/XX/XXXX | DATE LAST REVISED | XX/XX/XXXX |

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| PURPOSE | <p>The purpose of this policy is to establish clear guidelines for the issuance, use, reconciliation and control of City-issued credit cards. It is designed to ensure that all card usage is strictly for authorized business expenses, is documented in accordance with City procedures, and supports transparency, accountability and financial integrity within the organization.</p> |
| POLICY | <p>The City of Beaver Dam will issue credit cards to certain employees/departments for use in their jobs; this policy sets out the acceptable and unacceptable uses of such credit cards. Use of city-issued credit cards is a privilege, which the City of Beaver Dam may withdraw in the event of serious or repeated abuse.</p> <p>Employees with credit cards shall not use them for any non-business, non-essential purpose, i.e., for any personal purchase or any other transaction that is not authorized or needed to carry out their duties. The City of Beaver Dam will not regard expenses for one's own business-related use, such as lodging and meals while on City-approved business trips, as personal purchases, if such expenses are consistent with the City of Beaver Dam's travel and expense reimbursement policy.</p> <p>If any employee uses a City credit card for personal purchases in violation of this policy, the cost of such purchase(s) could be considered an advance of future wages payable to that employee if not immediately reimbursed to the City of Beaver Dam. If an employee uses a City credit card for any other type of unauthorized transaction in violation of this policy, i.e., incurs financial liability on the City of Beaver Dam's part that is not within the scope of the employee's duties or the employee's authorization to make business-related purchases, the cost of such purchase(s) or transaction will be the financial responsibility of that employee, and the employee will be expected to reimburse the City of Beaver Dam.</p> <p>Any purchases an employee makes with a city credit card in violation of this policy will result in disciplinary action, up to and possibly including termination of employment, depending upon the severity and repeat nature of the offense.</p> <p>The Finance Department approves the positions/departments with the ability to use a credit card issued by the City of Beaver Dam.</p> |

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| | <p>The Finance Department shall maintain a listing of all positions/departments authorized to use a credit card and associated credit limits.</p> <p>Prior to issuance of a City of Beaver Dam credit card, each employee shall sign a written acknowledgment confirming receipt of this Credit Card Policy. The acknowledgment shall state that the employee has received, read, and understands the policy; agrees to comply with all requirements and restrictions contained herein; and acknowledges that failure to adhere to the policy may result in disciplinary action, including revocation of credit card privileges and up to and including termination of employment.</p> <p>No credit card shall be issued until the signed acknowledgment is received by the Finance Department. The signed acknowledgment shall be maintained on file in the employee's personnel record.</p> <p>Cardholders approved to use a credit card shall:</p> <ul style="list-style-type: none"> • Have purchases authorized by the Department Head • Only use the credit card for City of Beaver Dam purchases • Ensure that sales tax is not paid on all exempt purchases • Follow the policy on Employee Reimbursements • Ensuring adequate controls are exercised to minimize the risk that credit cards are used for fraudulent or corrupt purposes • Report lost or stolen cards immediately to the Finance Department • Upon registration or termination of duties within the City of Beaver Dam, reconcile all expenditures on his/her card account since the last statement and surrender the card upon termination to their Department Head <p>Purchase receipts and invoices shall be turned in to their Department immediately and the Department shall turn over within five (5) working days to Accounts Payable. It is recommended to scan receipts and email to Accounts Payable, ap@ci.beaverdam.wi.gov.</p> <p>Monthly credit card statements will be received and opened by Accounts Payable. Accounts Payable will match and reconcile receipts with purchases. Any missing receipts will be requested immediately. Cardholders that do not turn in receipts in a timely manner on a routine basis could result in cancellation of the card or shall be held responsible for any late payment fees incurred.</p> |
| HISTORY | |



Credit Card Policy Acknowledgment Form

I acknowledge that I have received a copy of the City of Beaver Dam Credit Card Policy (#309). I understand that the use of a City-issued credit card is a privilege and that all purchases made with the card must be for authorized City business purposes only.

By signing below, I acknowledge and agree to the following:

- I have read and understand the requirements, responsibilities, and restrictions contained in the Credit Card Policy.
- I agree to comply with all provisions of the policy and any related procedures established by the City of Beaver Dam.
- I understand that City-issued credit cards may not be used for personal or unauthorized purchases.
- I understand that I am responsible for promptly submitting receipts and required documentation for all purchases.
- I understand that unauthorized or improper use of a City-issued credit card may result in:
 - Revocation of credit card privileges;
 - Repayment of unauthorized charges and/or related fees
 - Disciplinary action, up to and including termination of employment.
- I agree to immediately report any lost or stolen credit card to the Finance Department.
- I understand that upon transfer, reassignment, or termination of employment, I must surrender the credit card and reconcile any outstanding transactions.

I further acknowledge that no City-issued credit card will be released to me until this signed acknowledgment form has been returned to the Finance Department.

Employee Name (Print): _____


Department: _____

Position/Title: _____

Last Four Digits of Assigned Card (if applicable): _____


Employee Signature: _____

Date: _____

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|  | TITLE: | SNOW AND ICE CONTROL POLICY | |
| | POLICY #: | 501 | |
| POLICY SOURCE | PUBLIC WORKS DEPARTMENT | | PAGES 2 |
| DATE ADOPTED | XX/XX/XXXX | DATE LAST REVISED | XX/XX/XXXX |

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| PURPOSE | The purpose of this policy is to guide Public Works personnel with snow and ice control procedures for city maintained infrastructure. |
| POLICY | <p><u>GENERAL PROVISIONS</u></p> <p>All existing ordinances regarding snow removal from sidewalks, placing snow into public right of way, and parking regulations during the winter season remain in effect.</p> <p>The City of Beaver Dam will strive to maintain safe conditions for drivers experiencing winter driving conditions. This does not mean that bare, dry pavement free of snow and ice should be expected immediately after snowfall or ice storms.</p> <p>Every winter storm offers different conditions such as wind, temperature, timing, duration, and moisture content. Therefore, this policy must remain flexible to adapt to different variables.</p> <p><u>DETERMINATION OF NEED FOR SNOW & ICE CONTROL PROCEDURES</u></p> <p>The determination to begin snow and/or ice control procedures during normal working hours shall be the responsibility of the Public Works Supervisor. During off duty hours, the said determination shall be the responsibility of the on-call Public Works Supervisor in coordination with the Police Department.</p> <p><u>SNOW CONTROL PROCEDURES</u></p> <p>1. Snow Plowing</p> <p>Snow plowing will typically begin when snow accumulation has exceeded two inches and/or is a traffic hazard. City-wide snow plowing operations will occur according to the following designated priorities:</p> <p>Priority 1 - Main streets (arterial streets)</p> <p>Priority 2 - Secondary streets (collector streets)</p> <p>Priority 3 - Low volume residential through-streets (local streets), dead ends, cul-de-sacs, alleys, and parking lots</p> <p>If other safety concerns exist, such as a hill, a street may be advanced to a higher priority for plowing. For operating efficiency, some lower</p> |

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| | <p>priority streets may be completed when equipment is in the area rather than returning later. This will vary by storm conditions and severity.</p> <p>During storms with heavy snowfall, main streets may have to be continually patrolled. Secondary streets will be patrolled as frequently as possible and low volume residential streets may not be plowed until high priority streets are safe to travel.</p> <p>2. Snow Removal</p> <p>Snow removal is necessary in the downtown area where snow storage is not available behind the curb. Snow removal is also necessary in other areas after heavy storms or a series of storms where there is limited or no snow storage area. Snow removal does not occur every time plowing operations occur. This will vary depending on the timing of the storm, the amount of precipitation received, and the forecast.</p> <p>In the days following a heavy storm or series of storms, it may be necessary for Public Works crews to remove snow piles from dead ends, municipal parking lots, cul-de-sacs, and curb lines during normal working hours. This operation will not necessarily be performed after every storm event.</p> <p>3. Sidewalks</p> <p>Snow and ice will be cleared from sidewalks abutting city-owned properties only after snow and ice are satisfactorily controlled on city streets.</p> <p><u>ICE CONTROL PROCEDURES</u></p> <p>Ice control operations can vary greatly, depending on whether there is a need for citywide coverage, or if there are isolated slippery areas. The Police Department and Public Works supervisors will communicate to determine priority locations. Attention is given to City streets according to the following designated priorities:</p> <p>Priority 1 - Main streets (arterial streets)</p> <p>Priority 2 - Secondary streets (collector streets)</p> <p>Priority 3 - Low Volume Residential through streets (local streets), dead ends, cul-de-sacs, alleys, and parking lots</p> <p>Arterial streets and some collector streets will often be treated along the entire route, while some collector streets and residential streets will only be treated at intersections, curves, and hills.</p> <p>Prior to a predicted snow and ice event, it may be necessary to initiate pretreatment operations consisting of an application of liquid salt brine and/or other chemicals to dry roads. This pretreatment application is intended to keep the snow and/or ice from bonding to the road surface for easier control.</p> |
| HISTORY | None. |

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|  | TITLE: | STREET NAMING AND RENAMING POLICY | | |
| | POLICY #: | 505 | | |
| POLICY SOURCE | DIRECTOR OF ENGINEERING | | PAGES | 2 |
| DATE ADOPTED | XX/XX/XXXX | DATE LAST REVISED | XX/XX/XXXX | |

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| PURPOSE | <p>The purpose of this policy is to establish a uniform procedure for the naming and renaming of streets (public and private) throughout the City of Beaver Dam, to ensure accuracy of the City's addressing to facilitate efficient emergency response and service delivery, and to promote clear wayfinding throughout the street system.</p> |
| POLICY | <p><u>FINDINGS</u></p> <p>The Common Council finds that a uniform procedure for naming and renaming City streets is essential for the public health, safety, and welfare of the City. The Common Council also finds that street name changes on inhabited streets lead to confusion and inconvenience for residents, businesses, emergency personnel, visitors, utilities, the United State Postal Service, and other delivery and service agencies. Street name changes also require a significant amount of staff time to achieve; therefore, the Common Council strongly discourages renaming streets unless exceptional circumstances dictate otherwise.</p> <p><u>AUTHORITY</u></p> <p>The Common Council has the authority for the naming and renaming of all City streets by passing or rejecting a resolution for such. The said resolution may be in conjunction with an approved plat, certified survey map, or other legally recorded survey instrument.</p> <p><u>STREET NAMING REQUIREMENTS</u></p> <p>All new streets or renamed streets shall be named in compliance with the following criteria:</p> <ol style="list-style-type: none"> 1. Duplicate street names in the City of Beaver Dam or townships directly abutting the City are not permitted for new streets except where subsection 2. applies. No street name shall phonetically sound like another street name or a commercial/private facility in the City of Beaver Dam or townships directly abutting the City (i.e., see and sea, beach and beech, Tennis Court, etc.). All configurations of the same phrase or word are considered duplicate (i.e., Sandstone and Sand Stone). 2. Existing street names shall be used when they are or would be logical extensions of existing streets, even if separated by developed or undeveloped land. 3. Length of street names, including the abbreviated street prefix and/or suffix along with spaces, shall be 20 characters or less. |

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| | <ol style="list-style-type: none"> 4. Street names shall only be composed of English alphabet letters. Abbreviations, articles, periods, punctuation, hyphens, apostrophes, symbols, or special characters are not permitted in street names. Numeric street names shall be spelled (i.e., Third rather than 3rd). The most common spelling of a street name must be used (i.e., Wind rather than Wynd). 5. Standard directional notations (i.e., north, south, east, or west) shall only be permitted as a prefix to the street name and street type notations (i.e., road, lane, avenue, etc.) shall only be permitted as a suffix to the street name. 6. No street shall change direction more than 90 degrees without a change in street name unless the street is a circle. Street name changes shall occur at an intersection whenever possible. Where a change cannot occur at an intersection, the change shall occur at a point where the street orientation changes from the primarily north-south direction to the east-west direction. Such designation point shall be clearly shown on the survey instrument that creates the street name or within an exhibit attached to the resolution adopting the street name. 7. Street names are not permitted to be discriminatory or derogatory towards race, sex, color, national origin, creed, political affiliation, or other protected classes as recognized by state or federal law. 8. Street names are not permitted to have sexual overtones or names that may be considered offensive due to inappropriate humor, insult, parody, slang, or double meanings. 9. Street names shall only be assigned one street type suffix (i.e., road, lane, avenue, etc.). 10. Street names shall be easy to spell and pronounce. Street names that tend to be mispronounced, misspelled, or difficult to pronounce/spell are not permitted (i.e., Reign, Parmesan or Aqueous). 11. Only street types designated by the United States Postal Service Addressing Standard (https://pe.usps.com/text/pub28/28apc_002.htm) are permitted. 12. Street names shall not reference the names of an individual person, business, or organization, except those with substantial historical or civic significance as determined by the Common Council. The name of a living individual is not permitted. <p><u>STREET RENAMING CRITERIA</u></p> <p>No street shall be renamed in the City of Beaver Dam unless Common Council finds by clear, satisfactory, and convincing evidence one of the following to be true:</p> <ol style="list-style-type: none"> 1. A name change is necessary or desirable to improve emergency personnel or emergency vehicle response. 2. The name is erroneous compared to the City cadastral map or City Official Map. |
| HISTORY | None |