



City of Beaver Dam, Wisconsin
Administrative Committee Meeting Minutes
205 S. Lincoln Ave; Room 113 (Engineering)
Monday, June 15, 2026
6:30 PM

1) Call to Order – Roll Call

The meeting of the Administrative Committee was called to order at 6:30 p.m. by Monica Keel.
Present: Kevin Burnett, Mick Fischer, Chris Ganske, Monica Keel, Jack Yuds, 5. Absent: Frank Ferree, Zach Zopp, 2.

a) Approval of the June 1, 2026, Meeting Minutes

Motion by Chris Ganske, second by Jack Yuds, to approve. Motion carried by acclamation.

b) Approval of bills between May 29, and June 11, 2026 in the amount of \$1,695,410.41.

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

c) Finance Report

No comments were made on the Finance Report.

2) Discussion & Possible Action

a) **RESOLUTION NO. 48-2026** - A Resolution to Approve a Temporary Class "B" License to Best Dam Fest for BeaverFest on July 11, 2026

Motion by Kevin Burnett, second by Chris Ganske, to approve. The preceding motion passed by the following vote: Ayes: Kevin Burnett, Mick Fischer, Chris Ganske, Monica Keel, Jack Yuds, 5. Noes: 0.

Keel requested that Resolution Nos. 49-2026, 50-2026, 51-2026, 52-2026, 53-2026, 54-2026, 55-2026 and 56-2026 be approved as a slate.

Motion by Mick Fischer, second by Chris Ganske, to approve as a slate. Motion carried by acclamation.

b) **RESOLUTION NO. 49-2026** - A Resolution Granting Class "A" Licenses in the City of Beaver Dam

c) **RESOLUTION NO. 50-2026** - A Resolution Granting Class "A"/"Class A" Licenses in the City of Beaver Dam

d) **RESOLUTION NO. 51-2026** - A Resolution Granting Class "B" Licenses in the City of Beaver Dam

e) **RESOLUTION NO. 52-2026** - A Resolution Granting Class "B"/"Class B" Licenses in the City of

Beaver Dam

- f) **RESOLUTION NO. 53-2026** - A Resolution Granting Class "C" Licenses in the City of Beaver Dam
- g) **RESOLUTION NO. 54-2026** - A Resolution Granting Tavern Dance Licenses in the City of Beaver Dam
- h) **RESOLUTION NO. 55-2026** - A Resolution Granting a Secondhand Dealer License Renewals
- i) **RESOLUTION NO. 56-2026** - A Resolution Granting a Taxi Cab License to Running, Inc. (D/B/A Beaver Dam Public Transit)

Motion by Jack Yuds, second by Kevin Burnett, to approve Resolution Nos. 49-2026, 50-2026, 51-2026, 52-2026, 53-2026, 54-2026, 55-2026, and 56-2026. The preceding motion passed by the following vote: Ayes: Kevin Burnett, Mick Fischer, Chris Ganske, Monica Keel, Jack Yuds, 5. Noes: 0.

- j) **RESOLUTION NO. 60-2026** A Resolution Charging Off Delinquent Miscellaneous Accounts Receivable

Motion by Jack Yuds, second by Chris Ganske, to approve. The preceding motion passed by the following vote: Ayes: Kevin Burnett, Mick Fischer, Chris Ganske, Monica Keel, Jack Yuds, 5. Noes: 0.

- k) Resolution on Income Continuation Insurance Plan

Bierke gave a brief description of the Resolution on Income Continuations Insurance Plan. This resolution proposes that the City add income continuation insurance from the Wisconsin Employee Trust Fund to the list of benefits offered by the City of Beaver Dam. This insurance policy is currently on and has been on a premium holiday for several years and could be added to the City's list of benefits at no cost to the employee or the city. There is no impact at this time. However, it is not expected that the premium holiday will continue forever. The City should reevaluate insurance premium costs once they are assigned and the premium holiday sunsets. The City Administrator recommends that the City of Beaver Dam authorize application and implementation for calendar year 2027 and continue to offer the insurance policy so long as it continues on a premium holiday. The City should reevaluate the insurance option once the premium holiday sunsets. Discussion was held.

Motion by Jack Yuds, second by Chris Ganske, to approve moving forward with a resolution. The preceding motion passed by the following vote: Ayes: Kevin Burnett, Mick Fischer, Chris Ganske, Monica Keel, Jack Yuds, 5. Noes: 0.

- l) Policy 107 on City Council Rules and corresponding Ordinance Amendment

Bierke gave a brief description of Policy 107 on City Council Rules and the corresponding Ordinance Amendment. The Administrative Committee has been discussing a policy to establish rules relative to how the City Council meetings proceed and are managed. Attached is another draft of Policy 107, as amended, based on direction from our last committee meeting. This version also includes modifications suggested by the City

Attorneys. Also attached, as requested by the Committee, is a draft ordinance removing Section 2.44 from the City Code. This section of the code will need to be deleted in order to shift agenda item structure to policy 107. Discussion was held.

Motion by Chris Ganske, second by Kevin Burnett, to recommend approval of Policy 107.

The preceding motion passed by the following vote: Ayes: Kevin Burnett, Mick Fischer, Chris Ganske, Monica Keel, Jack Yuds, 5. Noes: 0.

Motion by Kevin Burnett, second by Jack Yuds, to recommend changes to Ordinance 2-44

Order of Business. The preceding motion passed by the following vote: Ayes: Kevin Burnett, Mick Fischer, Chris Ganske, Monica Keel, Jack Yuds, 5. Noes: None 0.

- m) Discuss Idea of Updating Existing Impact Fees and/or creating new Fees.

Bierke gave a brief update on Updating Existing Impact Fees and/or creating new Fees. The City Council heard a presentation from Vandewalle & Associates at their last meeting.

Existing impact fees will need to sunset or be studied and updated in 2027 in order to continue. This is an opportunity for the Committee to discuss what fees they might want included in the study. Does the Committee want a study included in the budget for 2027?

The Study will cost dollars in 2027, but would also result in additional revenue generated from updated or new fees in future budget years. Burnett and Yuds do not want more fees but keep what we have. Discussion was held about possibly adding the new Fire Station into the study which Bierke will find out how much it would cost to add in there.

- n) Discuss and Consider the following policies: 201 Position Control, 304 Debt service, 305 Fund Balance, 306 Budget Policy, 307 Capital Improvement Plan, 308 Procurement Policy, and 309 Credit Card Policy.

Brieke gave a brief description of discussing and considering the following policies. 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. Policy 201 will be reviewed by the Committee and brought back to determine how many positions to employ. These policies will be brought back to the next meeting to discuss further.

3) Future Agenda Items

Policies: 201 Position Control, 304 Debt Service, 305 Fund Balance, 306 Budget Policy, 307 Capital Improvement Plan, 308 Procurement Policy, and 309 Credit Card Policy will be at a future meeting.

4) Adjourn

Motion by Kevin Burnett, second by Jack Yuds, to adjourn. Motion carried by acclamation. The meeting adjourned at 7:19 p.m.