



City of Beaver Dam, Wisconsin
Administrative Committee Meeting Minutes
205 S. Lincoln Ave; Room 113 (Engineering)
Monday, July 20, 2026
6:30 PM

1) Call to Order – Roll Call

The meeting of the Administrative Committee was called to order at 6:30 p.m. by Zach Zopp.
Present: Kevin Burnett, Frank Ferree, Mick Fischer, Chris Ganske, Monica Keel, Jack Yuds, Zach Zopp, 7. Absent: 0.

a) Approval of the June 15, 2026, Meeting Minutes

Motion by Jack Yuds, second by Kevin Burnett, to approve. Motion carried by acclamation.

b) Approval of bills between June 12, and July 16, 2026 in the amount of \$2,351,200.20

Motion by Chris Ganske, second by Frank Ferree, to approve. Motion carried by acclamation.

c) Finance Report

Bierke updated the committee that the Finance Department is currently working on the debt issue for 2026.

2) Discussion & Possible Action

a) City Assessor Request for Proposals (RFP)

Zopp gave a brief description of the City Assessor Request for Proposals (RFP). Bierke stated this Request for Proposals would be used to solicit bids for calendar year 2027-2030. The City has historically contracted with an assessment firm for four-year intervals so that 25% of the City is reassessed annually, keeping assessment ratios close to the actual market rate. This will avoid long gaps between property reassessments and keep any assessment changes small, thereby limiting fiscal impacts on property owners. Discussion was held. Motion by Jack Yuds, second by Monica Keel, to recommend approval by the Council to move forward with requesting proposals. Motion carried by acclamation.

b) Ordinance amending the City of Beaver Dam Room Tax Ordinance 2-124(K)

Bierke gave a brief update on the proposed ordinance. The room tax ordinance currently in effect is outdated and inaccurate. The proposal attached updates the "use of funds" section to more accurately reflect how the City has been using said funding. Many years ago, the City must have appropriated room tax dollars for economic development purposes, essentially helping to fund the Beaver Dam Development Corporation. At some point in the past, the City Council decided to fund the Development Corporation with Tax Increment dollars and reappropriate room tax money to tourism generating activities — which the state statutes do require. Motion by Chris Ganske, second by Monica Keel, to approve. The preceding motion passed by the following vote: Ayes: Kevin Burnett, Frank Ferree, Mick Fischer, Chris Ganske, Monica Keel, Jack Yuds, Zach Zopp, 7. Noes: 0.

c) Resolution Creating the Beaver Dam Parks Endowment Fund

Bierke gave a brief description of the proposed resolution. At a previous meeting, the Administrative Committee authorized the City Administrator to pursue the creation of a parks' endowment fund. After working with the Beaver Dam Area Community Foundation, the attached agreement was created. Attached is a resolution that will need to be adopted to authorize the City Administrator to sign the agreement and create the fund. Discussion was held. Motion by Jack Yuds, second by Mick Fischer, to amend to 4% versus 5%. The preceding amended motion passed by the following vote: Ayes: Kevin Burnett, Frank Ferree, Mick Fischer, Chris Ganske, Monica Keel, Jack Yuds, Zach Zopp, 7. Noes: 0. Motion by Jack Yuds, second by Mick Fischer, to approve as amended. The preceding motion passed by the following vote: Ayes: Kevin Burnett, Frank Ferree, Mick Fischer, Chris Ganske, Monica Keel, Jack Yuds, Zach Zopp, 7. Noes: 0.

- d) Resolution to Approve a Temporary Class B License for the Beaver Dam Pepper Festival on September 12, 2026

Motion by Mick Fischer, second by Monica Keel, to approve. The preceding motion passed by the following vote: Ayes: Kevin Burnett, Frank Ferree, Mick Fischer, Chris Ganske, Monica Keel, Jack Yuds, Zach Zopp, 7. Noes: 0.

- e) Resolution to Approve a Temporary Class B License for Beaver Dam Hockey Association Spooktacular Hockey Tournament on October 16-18, 2026

A representative from the Beaver Dam Hockey Association was present and gave a brief description of the proposed event and answered any questions. Motion by Mick Fischer, second by Kevin Burnett, to approve. The preceding motion passed by the following vote: Ayes: Kevin Burnett, Frank Ferree, Mick Fischer, Chris Ganske, Monica Keel, Jack Yuds, Zach Zopp, 7. Noes: 0.

- f) Resolution Authorizing Enforcement of Room Tax and Lodging Permit Violations by Super 8 Hotel

Zopp gave a brief description of the proposed resolution. Larson updated the committee that the Super 8 Hotel hasn't been paying their required room taxes to the City. Attached is the next step in that enforcement effort. Motion by Chris Ganske, second by Jack Yuds, to approve. The preceding motion passed by the following vote: Ayes: Kevin Burnett, Frank Ferree, Mick Fischer, Chris Ganske, Monica Keel, Jack Yuds, Zach Zopp, 7. Noes: 0.

- g) 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.

Zopp gave a brief update to the committee on discussion of policies. Position Control Policy 201 is new to the committee to discuss. There was no discussion on this policy. Policy number 304 was discussed with concerns about a super majority vote needed to repeal and discussion was held about taking this out moving forward. Policy number 305 was discussed with concerns about the fund balance and having leftover funds, and look into the oversight of the endowment fund. Policy number 306 was discussed with concerns about having clear direction on the process, which the committee would like Bierke to come back to discuss in more depth. Policy numbers 307, 308, and 309 will be discussed at the next meeting.

3) Adjourn

Motion by Mick Fischer, second by Jack Yuds, to adjourn. Zopp adjourned the meeting at 7:28

p.m.