BEAVER DAM
Life is good here

City of Beaver Dam, Wisconsin
Administrative Committee Meeting

205 S. Lincoln Ave; Room 113
(Engineering)
Monday, August 3, 2026 at 6:30 PM

Join Zoom Meeting
Meeting ID: 898 8273 2707
Passcode: 834066
Join by Phone: (646) 931-3860

AGENDA

1) Call to Order – Roll Call
   a) Approval of the July 20, 2026, Meeting Minutes
   b) Approval of bills between July 17, and July 30, 2026 in the amount of $313,463.50
2) Discussion & Possible Action
   a) An Ordinance Amending Sections 2-5, 2-42 and 2.404.1 and Deleting Sections 2-41 and 2-88 of Chapter 2 of the City Code regarding City Council and City Administrator
   b) A Resolution Approving Contract with The Archer Company for a Classification, Compensation, and Benefits Study
   c) A Resolution Amending the Budget of the City of Beaver Dam, Wisconsin for the Fiscal Year 2026
   d) 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.
3) 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 Administrative Committee policy:

Posted: 7.30.26 by Tracey Ferron, City Clerk at 2:35 p.m.

A quorum of the Common Council may attend this meeting.

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.

Vendor Name	Merchant #	Merchant Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Period
01-0000-162200 PREPAID INSURANCE EXPENSE							
DELTA DENTAL OF WISCO	102806	DELTA DENTAL OF WISCONSIN	2593510	DELTA DENTAL	08/31/2026	823.28	
01-0000-219100 POLICE & FIRE UNIFORM FUND							
HOPPER'S	102466	HOPPER'S	89102	CLOTHING ALLOWANCE (WOLDT)	07/20/2026	73.50	
JASON ALVARADO	103236	JASON ALVARADO	072026 CLOTHING	CLOTHING ALLOWANCE (ALVAR	07/20/2026	208.51	
JASON ALVARADO	103236	JASON ALVARADO	072726 CLOTHING	CLOTHING ALLOWANCE (ALVAR	07/27/2026	53.00	
JOANNE BERNHARDT	103633	JOANNE BERNHARDT	071526 CLOTHING	CLOTHING ALLOWANCE (BRENH	07/15/2026	227.55	726
01-0000-239233 JAM BY THE DAM							
NSB ENTERTAINMENT LLC	103978	NSB ENTERTAINMENT LLC	072426	JULY 24 PRODUCTION FEE-ZAC M	07/24/2026	600.00	
01-0000-239250 FIRE COMMUNITY FOUNDATION							
MICK FISCHER TROPHY &	103161	MICK FISCHER TROPHY & ENGRA	6301	CADET BANQUET	07/07/2026	39.20	
01-0000-239253 SENIOR TRAVEL ACCOUNT							
KIM'S TOURS	103002	KIM'S TOURS	090826 BREWERS	#07 BREWERS 09-08-26 M$99X53	07/24/2026	5,247.00	726
01-0000-431100 LIQUOR & MALT BEVERAGE LICENSE							
WIS DEPT OF JUSTICE	101900	WIS DEPT OF JUSTICE	G2609 063026	WORCS	06/30/2026	413.00	
01-0000-431810 DOG LICENSES							
DODGE COUNTY TREASUR	18804	DODGE COUNTY TREASURER	2026 DOG TAGS 20	DOG TAGS	07/27/2026	40.50	
Total :						7,725.54	
MUNICIPAL COURT							
01-0103-533000 DATA PROCESSING SERVICE & EXP.							
WIS DEPT OF JUSTICE - TIM	94828	WIS DEPT OF JUSTICE - TIME	455TIME-000002024	TIME ACCESS	07/10/2026	375.00	
Total MUNICIPAL COURT:						375.00	
MAYOR							
01-0104-530120 TRAINING & TRAVEL							
MARCK, BOBBI	103634	MARCK, BOBBI	033126 EXPENSE	MILEAGE/MEALS	03/31/2026	519.75	
Total MAYOR:						519.75	
CLERK							
01-0108-530010 SUPPLIES & OTHER EXPENSES							
STAPLES ADVANTAGE	99860	STAPLES ADVANTAGE	7010634123	STAPLES	07/18/2026	70.60	
Total CLERK:						70.60	
MUNICIPAL BUILDING							
01-0118-530090 POSTAGE/COPIER/INTERNET SERV.							
METRO SALES INC	103445	METRO SALES INC	INV3140022	COPIER	07/20/2026	381.83	
US BANK CREDIT CARD	98655	SPECTRUM	171124001-0526	INTERNET	05/21/2026	246.00-	626

Vendor Name	Merchant #	Merchant Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Period
01-0118-530100 BUILDING REPAIR - CITY HALL							
HOMETOWN GLASS & IMP	37197	HOMETOWN GLASS & IMPROVEM	I255412	FD OVERHEAD DOOR	07/15/2026	630.06	
01-0118-530101 BUILDING REPAIR - POLICE DEPT.							
BASSETT MECHANICAL	101716	BASSETT MECHANICAL	321674	MAINTENANCE AGREEMENT	04/01/2026	577.00	
BASSETT MECHANICAL	101716	BASSETT MECHANICAL	324394	MAINTENANCE AGREEMENT	05/01/2026	577.00	
BASSETT MECHANICAL	101716	BASSETT MECHANICAL	326968	MAINTENANCE AGREEMENT	06/01/2026	577.00	
BASSETT MECHANICAL	101716	BASSETT MECHANICAL	330045	HVAC MAINT PD	07/01/2026	577.00	
TOTAL ENERGY SYSTEMS L	85081	TOTAL ENERGY SYSTEMS LLC	INV166423	GENERATOR MAINT	07/24/2026	1,317.00	
01-0118-530102 BUILDING REPAIR - LIBRARY							
MENARDS - BEAVER DAM	99427	MENARDS - BEAVER DAM	97805	LIBRARY ELECTRICAL REPLACEM	06/24/2026	356.69	
Total MUNICIPAL BUILDING:						4,747.58	
POLICE DEPARTMENT							
01-0320-520010 TELEPHONE							
VERIZON WIRELESS	99683	VERIZON WIRELESS	6148346778	CELL PHONES AND DATA	07/10/2026	2,303.65	
01-0320-530010 SUPPLIES & OTHER EXPENSES							
T-MOBILE USA INC	103811	T-MOBILE USA INC	L2606250134	INVESTIGATION - B26-05549	06/25/2026	50.00	
01-0320-530014 K-9 EXPENSES							
ANIMAL CLINIC OF BEAVE	103467	ANIMAL CLINIC OF BEAVER DAM	80641	LIBRELA INJECTION - BOOMER	07/15/2026	92.56	
ANIMAL CLINIC OF BEAVE	103467	ANIMAL CLINIC OF BEAVER DAM	80642	SIMPARICA CHEWS - MURPH	07/15/2026	279.60	
ANIMAL CLINIC OF BEAVE	103467	ANIMAL CLINIC OF BEAVER DAM	80660	WELLNESS EXAM AND VACCINAT	07/15/2026	61.00	
JESSIFFANY CANINE SERVI	101294	JESSIFFANY CANINE SERVICES LL	26-110	CANINE BOARDING - MURPH	07/21/2026	75.00	
01-0320-530018 OFFICER EQUIPMENT REPLACEMENT							
TOP PACK DEFENSE LLC	101757	TOP PACK DEFENSE LLC	19466	BALISTIC VEST - STRACHOTA	07/13/2026	1,110.00	
01-0320-530019 HIRING AND RECRUITMENT							
FOX VALLEY TECHNICAL	29101	FOX VALLEY TECHNICAL COLLEG	SPINV038466	ACADEMY UNIFORM AND FEES	07/22/2026	134.50	
TOP PACK DEFENSE LLC	101757	TOP PACK DEFENSE LLC	19413	SHOULDER PATCHES X300	07/10/2026	606.00	726
01-0320-530070 POSTAGE,COPIER,SUPPLIES & MISC							
METRO SALES INC	103445	METRO SALES INC	INV3145916	COPIER	07/27/2026	71.94	
01-0320-530120 TRAINING & TRAVEL							
MEGAN RUHLAND	102929	MEGAN RUHLAND	071326 EXPENSE	MEAL EXPENSE - RUHLAND	07/13/2026	8.31	
01-0320-533001 SOFTWARE AND RELATED EXPENSES							
WIS DEPT OF JUSTICE - TIM	94828	WIS DEPT OF JUSTICE - TIME	455TIME-000002022	BADGERNET, TIME ACCESS & OFFI	07/10/2026	2,435.25	
Total POLICE DEPARTMENT:						7,227.81	
TRAFFIC CONTROL							
01-0322-530010 SUPPLIES & OTHER EXPENSES							
LANGE ENTERPRISES	51400	LANGE ENTERPRISES	95461	CHURCH SIGNS	06/23/2026	444.27	
Total TRAFFIC CONTROL:						444.27	

Vendor Name	Merchant #	Merchant Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Period
FIRE DEPARTMENT							
01-0325-520010 TELEPHONE							
US CELLULAR	13416	US CELLULAR	821203597	JUNE CELL BILL	07/16/2026	242.09	
01-0325-520020 EQUIPMENT REPAIR							
HAMMES FIRE & SAFETY L	34195	HAMMES FIRE & SAFETY LLC	45914	RECHARGE (2) 5# DRY CHEM EXTI	07/15/2026	78.00	
RIVERSIDE TIRE & AUTO	103788	RIVERSIDE TIRE & AUTO	171275	REPLACE FRONT AND REAR BRAK	07/27/2026	932.96	
STRYKER SALES LLC	103628	STRYKER SALES LLC	9212896331	REPLACE CONTROL BOARD ON 12	07/17/2026	3,853.90	
01-0325-530025 PARAMEDIC EQUIPMENT							
LEXIPOL	102696	LEXIPOL	INVPRA11269581	ANNUAL EMS LEARNING PLATFO	05/18/2026	1,736.40	
PENNCARE INC	103687	PENNCARE INC	M160763	CARDIAC MONITOR CABLE (SPAR	03/02/2026	523.59	
01-0325-530120 TRAINING & TRAVEL							
JAHNKE'S PIGGLY WIGGLY	101845	JAHNKE'S PIGGLY WIGGLY	PW 304 062626	PALLET OF BOTTLED WATER (TRA	06/26/2026	467.22	
01-0325-530121 EMS SUPPLIES							
AIRGAS USA LLC	100409	AIRGAS USA LLC	9173845267	OXYGEN ORDER	07/16/2026	468.97	726
BOUND TREE MEDICAL LL	98601	BOUND TREE MEDICAL LLC	86273966	SHARPS CONTAINER, SYRINGES, I	07/10/2026	186.35	
BOUND TREE MEDICAL LL	98601	BOUND TREE MEDICAL LLC	86277604	PT TRANSPORTER (CASE), CAPNO	07/14/2026	628.65	
01-0325-530173 RECRUITMENT & RETENTION							
HOPPER'S	102466	HOPPER'S	89102	T-SHIRT (IFT/STRASESKE)	07/20/2026	17.00	
01-0325-533000 DATA PROCESSING SERVICE & EXP.							
METRO SALES INC	103445	METRO SALES INC	INV3145917	MONTHLY COPIER (JUNE-JULY)	07/27/2026	82.54	
Total FIRE DEPARTMENT:						9,217.67	
PUBLIC WORKS MACHINERY							
01-0530-520020 EQUIPMENT REPAIR							
BROOKS TRACTOR INC.	10960	BROOKS TRACTOR INC.	S72288	#36 HOSE	07/13/2026	105.51	
01-0530-530010 SUPPLIES & OTHER EXPENSES							
ALSCO	3670	ALSCO	IMIL2232919	TOWELS, UNIFORMS	07/15/2026	59.87	
ALSCO	3670	ALSCO	IMIL2234715	TOWELS, UNIFORMS	07/22/2026	59.87	
Total PUBLIC WORKS MACHINERY:						225.25	
GARAGE							
01-0532-530100 BUILDING REPAIR							
ALSCO	3670	ALSCO	IMIL2232919	RUGS, ETC.	07/15/2026	132.35	
ALSCO	3670	ALSCO	IMIL2234715	RUGS, ETC.	07/22/2026	132.35	
Total GARAGE:						264.70	
DPW/CITY ENGINEER							
01-0534-520130 CONTRACT ENG. SERVICES							
MSA PROFESSIONAL SERVI	57014	MSA PROFESSIONAL SERVICES IN	31178	GIS ADMIN	07/22/2026	184.00	

Vendor Name	Merchant #	Merchant Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Period
Total DPW/CITY ENGINEER:						184.00	
STREET REPAIR							
01-0536-530010 SUPPLIES & OTHER EXPENSES							
ALSCO	3670	ALSCO	IMIL2232919	FIRST AID	07/15/2026	35.40	
ALSCO	3670	ALSCO	IMIL2234715	FIRST AID	07/22/2026	35.40	
FARRELL EQUIPMENT & SU	101466	FARRELL EQUIPMENT & SUPPLY C	331918	CHANNEL FLOAT	07/15/2026	179.99	
Total STREET REPAIR:						250.79	
TREE CONTROL							
01-0543-520130 CONTRACT WORK							
K & B TREE & LAWN CARE	48130	K & B TREE & LAWN CARE LLC	434142	STORM DAMAGE	07/07/2026	1,247.16	
Total TREE CONTROL:						1,247.16	
COMMUNITY ACT & SERVICES							
01-0962-533000 TECHNOLOGY							
METRO SALES INC	103445	METRO SALES INC	INV3145915	METRO-PHOTO COPIERS	07/27/2026	122.75	
Total COMMUNITY ACT & SERVICES:						122.75	
COMMUNITY ACT & SERV - PROGRMS							
01-0963-530201 YEL PROGRAM							
YOUTH ENRICHMENT LEA	102256	YOUTH ENRICHMENT LEAGUE	5770	SCOUT BOTS JUN 29-JUL 2 (8 KIDS)	07/15/2026	864.00	
YOUTH ENRICHMENT LEA	102256	YOUTH ENRICHMENT LEAGUE	5770	MACQUEEN JUN 29-JUL 2 (5 KIDS)	07/15/2026	600.00	
YOUTH ENRICHMENT LEA	102256	YOUTH ENRICHMENT LEAGUE	5770	CODING JUL 6-9 (7 KIDS) (3 DAYS)	07/15/2026	567.00	
01-0963-530224 BD CELEBRATES 250							
OODLES OF FUN FACE PAI	103618	OODLES OF FUN FACE PAINTING	061526	AMERICA250-JULY 9, 2026 (2 HRS)	06/15/2026	250.00	
Total COMMUNITY ACT & SERV - PROGRMS:						2,281.00	
PARKS							
01-0968-520020 EQUIPMENT REPAIR							
REVELS TURF & TRACTOR	102911	REVELS TURF & TRACTOR LLC	401794	3 WHEELER REPAIR	07/22/2026	59.53	
01-0968-530010 SUPPLIES & OTHER EXPENSES							
K & B TREE & LAWN CARE	48130	K & B TREE & LAWN CARE LLC	434092	SUMMER CLEANUP DOWNTOWN	07/06/2026	3,200.00	
Total PARKS:						3,259.53	

GENERAL

Vendor Name	Merchant #	Merchant Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Period
01-0199-520015 PERSONNEL LEGAL EXPENSES							
BOARDMAN & CLARK LLP	99642	BOARDMAN & CLARK LLP	320497	PERSONNEL/LEGAL EXPENSES	07/20/2026	2,590.90	
BOARDMAN & CLARK LLP	99642	BOARDMAN & CLARK LLP	320498	PERSONNEL/LEGAL EXPENSES	07/20/2026	23.00	
BOARDMAN & CLARK LLP	99642	BOARDMAN & CLARK LLP	320499	PERSONNEL/LEGAL EXPENSES	07/20/2026	5,883.00	
01-0199-520045 PROFESSIONAL SERVICES							
MSA PROFESSIONAL SERVI	57014	MSA PROFESSIONAL SERVICES IN	30109	CDBG ADMIN	06/19/2026	3,250.00	
MSA PROFESSIONAL SERVI	57014	MSA PROFESSIONAL SERVICES IN	31154	ENGINEERING - GENERATOR 151 B	07/21/2026	10,160.67	
VANDEWALLE & ASSOCIA	103620	VANDEWALLE & ASSOCIATES INC	202607002	ZONING ORDIN EVAL	07/16/2026	1,506.43	
Total GENERAL:						23,414.00	
TRANSFERS AND MISC EXPENSE							
01-1999-590020 BLDG MAINT-C OF C /HISTORICAL							
WYRICK WELDING LLC	103949	WYRICK WELDING LLC	071826	TRAIN REPAIR	07/18/2026	3,400.00	
Total TRANSFERS AND MISC EXPENSE:						3,400.00	
LIBRARY - COUNTY FUNDING							
21-0961-520020 EQUIPMENT REPAIR							
GREAT AMERICA FINANCI	101801	GREAT AMERICA FINANCIAL SVC	42615501	PRINTER LEASES	07/28/2026	354.00	
21-0961-530030 TRANSPORTATION & TRAVEL							
COURNOYER, SARAH	99445	COURNOYER, SARAH	072726 EXPENSE	COURNOYER MILEAGE/PARKING	07/27/2026	311.66	
21-0961-530070 POSTAGE, SUPPLIES & MISC							
MOTION PICTURE LICENSI	58586	MOTION PICTURE LICENSING COR	504478533	MOVIE LICENSE	06/18/2026	189.14	
21-0961-530080 BOOKS & PUBLICATIONS							
INGRAM LIBRARY SERVICE	42260	INGRAM LIBRARY SERVICES	97836018	PRINT BOOKS	07/12/2026	711.03	726
INGRAM LIBRARY SERVICE	42260	INGRAM LIBRARY SERVICES	97981208	PRINT BOOKS	07/19/2026	2,471.22	
INGRAM LIBRARY SERVICE	42260	INGRAM LIBRARY SERVICES	97983041	PRINT BOOKS	07/20/2026	18.00	
INGRAM LIBRARY SERVICE	42260	INGRAM LIBRARY SERVICES	97999551	PRINT BOOKS	07/20/2026	19.80	
INGRAM LIBRARY SERVICE	42260	INGRAM LIBRARY SERVICES	98014251	PRINT BOOKS	07/21/2026	32.00	
INGRAM LIBRARY SERVICE	42260	INGRAM LIBRARY SERVICES	98064532	PRINT BOOKS	07/23/2026	14.99	
INGRAM LIBRARY SERVICE	42260	INGRAM LIBRARY SERVICES	98137557	PRINT BOOKS	07/26/2026	1,524.94	
INGRAM LIBRARY SERVICE	42260	INGRAM LIBRARY SERVICES	98140263	PRINT BOOKS	07/27/2026	50.00	
INGRAM LIBRARY SERVICE	42260	INGRAM LIBRARY SERVICES	98156281	PRINT BOOKS	07/27/2026	19.20	
MIDWEST TAPE	98611	MIDWEST TAPE	509144239	AV DVDS & PROCESSING	07/15/2026	212.39	
PENWORTHY CO	101283	PENWORTHY CO	618766-IN	PRINT BOOKS	06/08/2026	183.85	726
US BANK CREDIT CARD	100878	AMAZON.COM	D01-4902229-635866	DIGITAL BOOK	06/28/2026	4.99	626
Total LIBRARY - COUNTY FUNDING:						6,117.21	
CIP PLAN PROJECTS							
40-0000-580182 BEAVER ST - FRONT TO W MAPLE							
MSA PROFESSIONAL SERVI	57014	MSA PROFESSIONAL SERVICES IN	28722	CDBG GRANT ADMIN	05/13/2026	681.55	

Vendor Name	Merchant #	Merchant Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Period
MSA PROFESSIONAL SERVI	57014	MSA PROFESSIONAL SERVICES IN	31045	ENGINEERING	07/17/2026	745.13	
40-0000-580214 STREET REHAB - VARIOUS STREETS							
LYCON INC	102870	LYCON INC	1188807-IN	MARY ST	07/19/2026	10,407.25	
40-0000-580294 FRONT - WEST TO MADISON							
MSA PROFESSIONAL SERVI	57014	MSA PROFESSIONAL SERVICES IN	28722	CDBG GRANT ADMIN	05/13/2026	863.25	
MSA PROFESSIONAL SERVI	57014	MSA PROFESSIONAL SERVICES IN	31045	ENGINEERING	07/17/2026	948.36	
40-0000-580313 LEAD SERVICE LINE REPLACEMENTS							
SCOTT LAMERS CONSTRU	102656	SCOTT LAMERS CONSTRUCTION L	218309-1	CONSTRUCTION - 2026 LSL	07/29/2026	16,029.82	
SCOTT LAMERS CONSTRU	102656	SCOTT LAMERS CONSTRUCTION L	218309-2	CONSTRUCTION - 2026 LSL	07/29/2026	17,624.40	
Total CIP PLAN PROJECTS:						47,299.76	
TID #6 PROJECT COSTS							
46-0000-580255 TOWER PARKING LOT IMPROV.							
RUEKERT & MIELKE INC	102642	RUEKERT & MIELKE INC	164931	ENGINEERING	07/29/2026	4,373.75	
Total TID #6 PROJECT COSTS:						4,373.75	
62-0000-550999 EQUIPMENT REPLACEMENT							
MSA PROFESSIONAL SERVI	57014	MSA PROFESSIONAL SERVICES IN	28722	CDBG GRANT ADMIN - FRONT/BE	05/13/2026	598.60	
MSA PROFESSIONAL SERVI	57014	MSA PROFESSIONAL SERVICES IN	31045	ENGINEERING - FRONT/BEAVER	07/17/2026	656.21	
Total :						1,254.81	
ADMINISTRATION							
62-3400-520045 ENGINEERING SERVICES							
MEAD & HUNT	103134	MEAD & HUNT	411284	ENGINEERING, GIS	07/15/2026	2,260.00	
MSA PROFESSIONAL SERVI	57014	MSA PROFESSIONAL SERVICES IN	31149	ENGINEERING - EPA ASSESS	07/21/2026	1,261.50	
MSA PROFESSIONAL SERVI	57014	MSA PROFESSIONAL SERVICES IN	31150	META FLUSHING EVAL	07/21/2026	1,005.00	
62-3400-530010 SUPPLIES & OTHER EXPENSES							
METRO SALES INC	103445	METRO SALES INC	INV3145913	COPIER	07/27/2026	11.31	
62-3400-530130 MISC. EXPENSES							
LEHNER, JOSEPH	100575	LEHNER, JOSEPH	072326 EXPENSE	MILEAGE, PERSONAL VEHICLE	07/23/2026	108.75	
Total ADMINISTRATION:						4,646.56	
PLANT MAINTENANCE							
62-2487-530010 SUPPLIES & OTHER EXPENSES							
MENARDS - BEAVER DAM	99427	MENARDS - BEAVER DAM	98616	MISC SUPPLIES	07/08/2026	63.12	
Total PLANT MAINTENANCE:						63.12	

Vendor Name	Merchant #	Merchant Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Period
OPERATIONS - LABOR & EXPENSE							
62-2288-530111 FUEL							
KWIK TRIP INC.	50854	KWIK TRIP INC.	2000208 063026	FUEL	06/30/2026	693.33	
62-2488-530010 SUPPLIES & OTHER EXPENSES							
CLEAN WATER TESTING LL	100572	CLEAN WATER TESTING LLC	9011993411	REGULATORY TESTING	07/14/2026	300.00	
UNITED LIQUID WASTE RE	100247	UNITED LIQUID WASTE RECYCLIN	67356	LOADS LIME SLURRY/LAND	06/15/2026	4,081.36	
UNITED LIQUID WASTE RE	100247	UNITED LIQUID WASTE RECYCLIN	68334	LOADS LIME SLURRY/LAND	07/20/2026	4,725.00	
UNITED LIQUID WASTE RE	100247	UNITED LIQUID WASTE RECYCLIN	68585	LOADS LIME SLURRY/LAND	07/27/2026	4,725.00	
62-2488-530015 CHEMICALS							
AIR PRODUCTS AND CHEM	100759	AIR PRODUCTS AND CHEMICALS	435931672	CO2 - CHEMICAL	07/24/2026	5,920.00	
MISSISSIPPI LIME CO.	57488	MISSISSIPPI LIME CO.	CD220013	HYDRATED LIME	07/14/2026	8,724.90	
MISSISSIPPI LIME CO.	57488	MISSISSIPPI LIME CO.	CD222153	HYDRATED LIME	07/21/2026	8,646.78	
Total OPERATIONS - LABOR & EXPENSE:						37,816.37	
MAINTENANCE OF EQUIPMENT							
62-2489-530010 SUPPLIES & OTHER EXPENSES							
SJE	3240	SJE	CD99627044	ALARM MONITORING SOFTWARE	07/27/2026	890.00	
Total MAINTENANCE OF EQUIPMENT:						890.00	
STORAGE & FACILITIES EXPENSE							
62-2891-530010 SUPPLIES & OTHER EXPENSES							
TOTAL ENERGY SYSTEMS L	85081	TOTAL ENERGY SYSTEMS LLC	INV166108	WELL 5 GENSET MAINT	07/20/2026	1,984.00	
TOTAL ENERGY SYSTEMS L	85081	TOTAL ENERGY SYSTEMS LLC	INV166109	WELL 4 GENSET MAINT	07/20/2026	1,984.00	
Total STORAGE & FACILITIES EXPENSE:						3,968.00	
MAINT OF MAINS							
62-2893-530010 SUPPLIES & OTHER EXPENSES							
CORE & MAIN LP	101721	CORE & MAIN LP	Z398854	WATER MAIN PARTS	07/20/2026	3,866.49	
Total MAINT OF MAINS:						3,866.49	
MAINT OF SERVICES							
62-2894-530010 SUPPLIES & OTHER EXPENSES							
SCHMITT CHALLENGES IN	103189	SCHMITT CHALLENGES INC	3783	CONC DISPOSAL	07/17/2026	168.00	
Total MAINT OF SERVICES:						168.00	
MAINT OF METERS							
62-2895-530010 SUPPLIES & OTHER EXPENSES							
L-R METER TESTING & REP	51145	L-R METER TESTING & REPAIR	5380	LARGE METER TESTING	05/29/2026	3,677.50	

Vendor Name	Merchant #	Merchant Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Period
Total MAINT OF METERS:						3,677.50	
MAINT OF HYDRANTS							
62-2896-530010 SUPPLIES & OTHER EXPENSES							
CORE & MAIN LP	101721	CORE & MAIN LP	Z385008	HYDRANT REPAIR KITS	07/16/2026	1,262.54	
CORE & MAIN LP	101721	CORE & MAIN LP	Z398854	HYDRANT	07/20/2026	4,862.00	
Total MAINT OF HYDRANTS:						6,124.54	
CLEARING ACCOUNTS							
62-3498-530010 SUPPLIES & OTHER EXPENSES							
O'REILLY AUTOMOTIVE IN	100281	O'REILLY AUTOMOTIVE INC	2199-302938	BATTERY	07/27/2026	180.88	
Total CLEARING ACCOUNTS:						180.88	
63-0000-550999 EQUIPMENT REPLACEMENT							
MSA PROFESSIONAL SERVI	57014	MSA PROFESSIONAL SERVICES IN	28722	CDBG GRANT ADMIN - FRONT/BE	05/13/2026	722.59	
MSA PROFESSIONAL SERVI	57014	MSA PROFESSIONAL SERVICES IN	31045	ENGINEERING - FRONT/BEAVER	07/17/2026	792.14	
SCOTT LAMERS CONSTRU	102656	SCOTT LAMERS CONSTRUCTION L	218309-1	CONSTRUCTION - 2026 LSL	07/29/2026	38,798.00	
SCOTT LAMERS CONSTRU	102656	SCOTT LAMERS CONSTRUCTION L	218309-2	CONSTRUCTION - 2026 LSL	07/29/2026	63,531.25	
Total :						103,843.98	
ADMINISTRATION							
63-3400-520045 ENGINEERING SERVICES							
APPLIED TECHNOLOGIES I	4882	APPLIED TECHNOLOGIES INC	38275	ENGINEERING, ADAPTIVE MANA	07/15/2026	924.00	
APPLIED TECHNOLOGIES I	4882	APPLIED TECHNOLOGIES INC	38277	ENGINEERING - OEI, ENERGY STU	07/15/2026	2,114.00	
63-3400-530010 SUPPLIES & OTHER EXPENSES							
METRO SALES INC	103445	METRO SALES INC	INV3145913	COPIER	07/27/2026	45.85	
63-3400-530130 MISC. EXPENSES							
BRIAN BEVERSDORF	103257	BRIAN BEVERSDORF	070826 EXPENSE	TRAINING/MILEAGE	07/08/2026	130.50	
Total ADMINISTRATION:						3,214.35	
GENERAL							
63-2600-530010 SUPPLIES & OTHER EXPENSES							
BADGER LABORATORIES I	102900	BADGER LABORATORIES INC	26-012328	SAMPLE ANALYSIS	07/14/2026	2,486.25	
ENVIRONMENTAL CONSU	100877	ENVIRONMENTAL CONSULTING	9658	REGULATORY TESTING	07/22/2026	2,100.00	
NILE XPEDITE SOLUTIONS	103133	NILE XPEDITE SOLUTIONS OF WI L	2391	SAMPLE TRANSPORTATION	07/22/2026	1,155.00	
63-2600-530016 CHLORINE							
HAWKINS INC	35111	HAWKINS INC	7499989	CHLORINE/SO2	07/17/2026	311.97	

Vendor Name	Merchant #	Merchant Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Period
63-2600-530111 FUEL							
UNITED COOPERATIVE	88122	UNITED COOPERATIVE	914112	FUEL - DYED DIESEL	07/27/2026	1,507.70	
63-2600-530112 LIFT STATIONS							
TOTAL ENERGY SYSTEMS L	85081	TOTAL ENERGY SYSTEMS LLC	INV166220	NORTH SIDE LS - GENSET MAINT	07/22/2026	1,984.00	
TOTAL ENERGY SYSTEMS L	85081	TOTAL ENERGY SYSTEMS LLC	INV166224	SOUTH SIDE LS - GENSET MAINT	07/22/2026	1,984.00	
TOTAL ENERGY SYSTEMS L	85081	TOTAL ENERGY SYSTEMS LLC	INV166354	WALMART LS GENSET MAINT	07/23/2026	1,429.00	
TOTAL ENERGY SYSTEMS L	85081	TOTAL ENERGY SYSTEMS LLC	INV166485	151 KELLOM RD LS GENSET MAINT	07/24/2026	1,488.00	
Total GENERAL:						14,445.92	
PLANT MAINTENANCE							
63-3087-530010 SUPPLIES & OTHER EXPENSES							
MENARDS - BEAVER DAM	99427	MENARDS - BEAVER DAM	96528	CLEANING SUPPLIES	06/02/2026	8.99	
MENARDS - BEAVER DAM	99427	MENARDS - BEAVER DAM	98153	MISC SUPPLIES	06/30/2026	162.82	
MENARDS - BEAVER DAM	99427	MENARDS - BEAVER DAM	98213	PUMP	07/01/2026	449.99	
MENARDS - BEAVER DAM	99427	MENARDS - BEAVER DAM	98677	MISC SUPPLIES	07/09/2026	94.20	
MENARDS - BEAVER DAM	99427	MENARDS - BEAVER DAM	98725	MISC SUPPLIES	07/10/2026	94.20	
Total PLANT MAINTENANCE:						810.20	
MAINTENANCE OF EQUIPMENT							
63-3089-530010 SUPPLIES & OTHER EXPENSES							
BASSETT MECHANICAL	101716	BASSETT MECHANICAL	330952	HVAC MAINT	07/16/2026	1,998.00	
PRO EDGE SHARPENING	103006	PRO EDGE SHARPENING	1819	SHARPEN BLADES	07/15/2026	30.00	
Total MAINTENANCE OF EQUIPMENT:						2,028.00	
MAINT OF MAINS							
63-3093-530010 SUPPLIES & OTHER EXPENSES							
GRAINGER	98906	GRAINGER	9004386349	MISC SUPPLIES	07/14/2026	30.49	
Total MAINT OF MAINS:						30.49	
64-0000-550999 EQUIPMENT REPLACEMENT							
MSA PROFESSIONAL SERVI	57014	MSA PROFESSIONAL SERVICES IN	28722	CDBG GRANT ADMIN - FRONT/BE	05/13/2026	230.01	
MSA PROFESSIONAL SERVI	57014	MSA PROFESSIONAL SERVICES IN	31045	ENGINEERING - FRONT/BEAVER	07/17/2026	252.16	
Total :						482.17	
STORM SYSTEM MASTER PLAN							
64-0550-530010 SUPPLIES & OTHER EXPENSES							
WISCONSIN DNR	98762	WISCONSIN DNR	26ESR07851	ENVIRONMENTAL FEE	05/19/2026	3,000.00	

Vendor Name	Merchant #	Merchant Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Period
Total STORM SYSTEM MASTER PLAN:						3,000.00	
ENGINEERING							
64-0553-520045 PROFESSIONAL SERVICES							
MSA PROFESSIONAL SERVI	57014	MSA PROFESSIONAL SERVICES IN	31178	GIS ADMIN	07/22/2026	184.00	
Total ENGINEERING:						184.00	
Grand Totals:						313,463.50	

TO THE COMMON COUNCIL OF THE CITY OF BEAVER DAM:

I submit the attached listing of invoices for your approval.

Kayla Larson
Finance Director

City of Beaver Dam, Wisconsin
City Administrator Office

TO: Administrative Committee
FROM: Larry Bierke
SUBJECT:

The Issue:
This ordinance revision updates and clarifies several sections of Chapter 2 of the Municipal Code relating to the organization, authority, and administrative operations of the City government. The amendments are intended to modernize existing language, better define the respective responsibilities of the Mayor, Common Council, committees, and City Administrator, and align City procedures with current operational practices and Wisconsin Statutes.

In addition, the ordinance updates provisions related to elected official compensation, Common Council procedures, and the duties of the City Administrator. The revisions clarify the City Administrator's role in overseeing day-to-day operations, personnel administration, budgeting, purchasing, labor negotiations, public communications, and implementation of Council directives. The changes are intended to improve administrative efficiency, accountability, communication, and coordination across City departments while maintaining oversight authority with the Mayor and Common Council.

Considerations:
This ordinance was voted on at the July 20th City Council meeting. It did not get the votes needed for adoption. Chair Zopp and Mayor Marck have requested it be added to the Administrative Committee for additional discussion and potential modifications.

Does this item have a financial or budget impact?
Yes
The Ordinance does have a fiscal impact on future City budgets via an increase to City Alder compensation. This impact could only occur after the next election cycle.

Recommendation:

Attachments:
1. 06.15.26 Ordinance Chapt 2.CLEAN

City of Beaver Dam
Ordinance Number __-2026

An Ordinance Amending Sections 2-5, 2-41, 2-42, 2-88 and 2-404.1 of the Beaver Dam Municipal Code

The Common Council of the City of Beaver Dam, Wisconsin do-ordain as follows:

SECTION 1. Sections 2-5, 2-41, 2-42, and 2-404.1 are hereby amended and 2-88 is hereby deleted as follows:

2-5 Salaries and compensation.

(a) *Generally.* Officers and employees shall be paid such salaries and compensation as shall be determined by the City Council from time to time, except the salary of an elected official shall not be increased during his term in office.

(b) Salary of Mayor.

a. Commencing at the start of the 2023 mayoral term, the salary of the mayor shall be $20,000 per year.

(c) *Salary for Alderpersons*. Commencing at the start of the 2029 Aldermanic term, the salary of Alders shall be $5,500 per year, and as of April 1 each year following, said salary shall be increased by two percent (2%).

(d) *Salary of municipal Judge*. Effective May 1, 2018, the salary of the municipal judge shall be $19,000 per year.

2-42 Meetings.

(b) Common Council special meetings. See Wis. Stat §62.11(2)

2.404.1 City Administrator

(b) *Duties and responsibilities*; The City Administrator shall perform all of the following duties and responsibilities;

(1) Shall be at all times responsible to the Mayor and Common Council and shall be responsible for the efficient and effective administration of day-to-day operations and services provided by the City, including supervision of subordinate departments and management of all service contracts, coordination with the Beaver Dam Area Development Corporation, the Police and Fire Departments, contracted inspection services, and the Library, and implementation of all city ordinances, resolutions, state statutes, and council directives. The City Administrator shall keep the Mayor and Common Council informed about city business on a timely basis.

(2) Shall establish and maintain procedures to facilitate communication between citizen and city government to assure that complaints, grievances, recommendations, and other matters receive prompt attention and to assure that all such matters are expeditiously resolved.

(3) Attend all common council meetings unless excused by the Mayor or majority vote of the City Council.

(4) Represent the City in matters involving legislative and inter-governmental affairs and serve as aids coordinator for state and federal assistance.

(5) Serve as the City's personnel officer, which shall include the development, implementation, interpretation and enforcement of the City personnel rules and regulations. This includes recommending revisions to the personnel policy when necessary. In addition, the administrator shall recommend salary and wage scales for all city employees not covered by collective bargaining agreements and direct and oversee the process where personnel problems and/or grievances are promptly resolved.

(6) Shall be responsible for the negotiations of all collective bargaining agreements with the city's recognized bargaining units.

(7) Act as public information officer for the city and establish and maintain procedures to facilitate communication between citizens and city government to ensure that complaints, grievances, and recommendations and other matters receive prompt attention and resolution by the responsible official or department.

(8) Shall direct and coordinate the preparation of the annual city budget.

(9) Shall direct and oversee the City's purchasing policy.

(10) Shall implement and manage the Tax Increment District budgets and projects as approved and directed annually through the City's budget process.

(11) Shall assign space use for departments and employees as well as be responsible for ensuring offices and conference room spaces are properly equipped and efficiently designed for functionality.

SECTION 2. All other provisions of Chapter 2 shall remain in full force and effect unless specifically modified here in.

SECTION 3. This ordinance shall be in full force and effect beginning upon publication.

Approved and adopted by the Common Council of the City of Beaver Dam on a vote of ___ to ___ this __________ day of June, 2026

____

Roberta Marck, Mayor

Attest:

____

Tracey Ferron, City Clerk

Published:

City of Beaver Dam, Wisconsin
City Administrator Office

TO: Administrative Committee
FROM: Larry Bierke
SUBJECT:

The Issue:
The City Administrator recently completed a request for proposals for a classification and compensation study. This request for proposals generated six responses from consulting firms in this line of work. A City team evaluated the six respondents and interviewed the top two firms. The Archer Company was the highest-ranked proposer based on the City's evaluation criteria in the RFP.

Considerations:
The RFP denoted that consulting services would be ranked based on project methodology, qualifications of assigned staff, cost of proposal, municipal experience, and references of work quality.

Does this item have a financial or budget impact?
Yes
Approving this contract would result in an expense of $44,120 to the Archer Company for consulting services.

Recommendation:
Staff recommends consideration of the attached resolution to move forward with The Archer Company to facilitate the creation of a city staff wage grid.

Attachments:
1. 08.03.26 Archer Contract Resolution
2. 08.03.26 Archer Company Contract
3. 06.01.26 Beaver Dam WI RFP

RESOLUTION NO. __-2026

RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONSULTING SERVICES CONTRACT WITH THE ARCHER COMPANY FOR A CLASSIFICATION AND COMPENSATION STUDY

WHEREAS, the City of Beaver Dam periodically reviews its employee classification and compensation system to ensure that compensation practices remain competitive, equitable, and aligned with the City's organizational goals; and

WHEREAS, the City solicited proposals from qualified consulting firms to perform a comprehensive Classification and Compensation Study; and

WHEREAS, following review and evaluation of the proposals received, The Archer Company was determined to be the firm best qualified to provide the requested professional services; and

WHEREAS, The Archer Company has submitted a Consulting Services Contract to conduct the Classification and Compensation Study for a total amount not to exceed **Forty-Four Thousand One Hundred Twenty Dollars ($44,120.00)**; and

WHEREAS, the Common Council finds that entering into this agreement is in the best interests of the City of Beaver Dam and its employees.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Beaver Dam, Dodge County, Wisconsin, that the Consulting Services Contract between the City of Beaver Dam and The Archer Company, substantially in the form presented to the Common Council, is hereby approved.

BE IT FURTHER RESOLVED, that the City Administrator is hereby authorized and directed to execute the Consulting Services Contract and any non-substantive documents necessary to implement the agreement, subject to approval as to legal form by the City Attorney.

Adopted by the Common Council of the City of Beaver Dam, Wisconsin, this 3rd day of August, 2026.

By a vote of: _________ in favor, _________opposed, and _________ abstain.

Approved: August 3, 2026

____
Roberta Marck
Mayor

Attested: August 3, 2026

____
Tracey Ferron
City Clerk

CONSULTING SERVICES CONTRACT

by and between

City of Beaver Dam, Wisconsin

and

The Archer Company

THIS CONSULTING SERVICES CONTRACT (the "Contract"), is made and entered into this ____ day of August, 2026, by and between the City of Beaver Dam, Wisconsin, a Wisconsin municipal corporation (the "Client"), and The Archer Company, LLC, an Ohio limited liability company with its principal place of business located at 7652 Sawmill Road, #295, Dublin, Ohio 43016. As used herein, the Client and The Archer Company may be collectively referred to as the "parties" and individually as a "party."

WHEREAS, the Client has a present need for professional services to assist and advise the Client with conducting a Classification and Compensation Study update; and

WHEREAS, The Archer Company has unique education, training and/or experience in the business of Classification and Compensation Plan development; and

WHEREAS, the Client desires to avail itself of the advice and professional assistance of The Archer Company, and The Archer Company is willing to provide such services, advice and assistance to the Client all upon the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of mutual promises contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, The Archer Company and the Client agree as follows:

ARTICLE 1 – AGREEMENT AND TERM

1.1 Scope. The above-referenced recitals are incorporated into this Contract. The full scope of this Contract is included in the attached proposal, which is attached hereto and fully incorporated herein as "Schedule A".

1.2 Term. The initial term of this Contract shall commence within thirty (30) days of contract approval by Client; and unless earlier terminated in accordance with the provisions of this Contract, shall continue in effect for a period of six (6) months from the commencement date. The parties may mutually agree to extend the term of the Contract for thirty (30) day periods as they deem necessary and at no additional cost to the Client. The term of the Contract will be deemed to include such renewal periods.

1.3 [Intentionally omitted.]

ARTICLE II – SCOPE OF WORK

2.1 Rendering of Services. The Archer Company hereby agrees to render the services identified in Schedule A and the Statement of Work (collectively, the Services") according to the schedules contained therein. In the event any of the Services are or will be delayed, The Archer Company shall promptly notify the Client in writing.

ARTICLE III – PAYMENT AND INVOICING

3.1 Price. The Client shall pay the Archer Company for Services completed, provided, the total price of the Services shall not exceed $44,120.

3.2 Invoicing; Payment. The Archer Company shall issue monthly invoices, itemizing the Services completed during that period. The Client shall pay invoices on or before the date that is 45 days after the Client's receipt of the invoice.

ARTICLE IV - INDEMNITIES AND LIABILITIES

4.1 Subcontracting. This Contract was awarded to The Archer Company based upon unique qualifications and skills, and no task required to be performed under this contract shall be subcontracted to third parties without the express written consent of the Client.

4.2 Condition Precedent to Indemnification. The indemnities in Article IV are conditioned upon the Client providing written notice within a reasonable time frame of the claim, allegation or action for which indemnification is sought, together with full information and reasonable cooperation and reasonable opportunity to control the response thereto and the defense thereof.

4.3 Indemnification for Infringement. The Archer Company warrants that the Client will have the full right to use the work product delivered to the Client and that it will not infringe upon the rights of any third party. In the event a claim is made against the Client for infringement, The Archer Company will defend all such claims on the Client's behalf and indemnify and hold the Client harmless from all liability (including legal fees) provided:

(a) The Client notifies The Archer Company of the claim within a reasonable time of being notified of the same;
(b) the Client reasonably cooperates with The Archer Company in The Archer Company's resolution of the claim; and
(c) the claims shall not have arisen due to the Client's negligent acts.

4.4 Warranties. All of the Services shall be performed by qualified personnel and shall be of a professional quality conforming to best practices of the industry.

The end system shall be fit for the intended use previously identified herein, and shall be capable of processing data without error, and without causing system lockups.

If any services do not meet this warranty, The Archer Company shall do everything necessary, without charge, to bring its services to the specified level. In order to obtain warranty service, the problem must be reported within 180 days of delivery of the system in question.

ARTICLE V - DISPUTE RESOLUTION AND TERMINATION

5.1 Termination for Default. Either party may terminate this Contract (the "Terminating Party") if the Terminating Party determines that the other party (the "Defaulting Party") has failed satisfactorily to fulfill the Defaulting Party's obligations and responsibilities hereunder and is unable to cure such failure within a reasonable period of time, not to exceed thirty (30) calendar days or such longer period of time as may be specified in writing by the Terminating Party, taking into consideration the gravity and nature of the default. Such termination shall be referred to as "Termination for Default". Upon determination by either party hereto that the other has failed to satisfactorily perform its obligations and responsibilities hereunder, the Terminating Party shall notify the Defaulting Party in writing of the failure and of the time period that has been established to cure such failure (the "Default Notice"), which time period shall be not less than ten (10) days (together with the 30 days above, the "Cure Period"). If the Defaulting Party is unable to cure its default within the Cure Period, the Terminating Party may, by giving written notice thereof (the "Termination Notice") to the Defaulting Party, terminate this Contract as of the date specified in the Termination Notice. If the Client is the Terminating Party, The Archer Company shall be paid for all Services and/or materials provided to and accepted by the Client on or prior to the date of termination. The previous sentence notwithstanding, if the Client's termination is due to The Archer Company's failure to satisfactorily provide any portion of the Services, the Client may withhold payment for those Services unless The Archer Company cures its default within the Cure Period. If the entire fee provided in Section 3.1 of this Contract has already been remitted by Client to The Archer Company, and The Archer Company has failed to complete its work provided hereunder, Client shall be entitled to a refund and return of all such sums paid.

5.2 Termination for Financial Instability. In the event that The Archer Company becomes financially unstable to the point of (i) ceasing to conduct business in the normal course, (ii) making a general assignment for the benefit of creditors, or (iii) suffering or permitting the appointment of a receiver for its business or its assets, or there is a filing by or against of a meritorious petition in bankruptcy under any bankruptcy or debtor's law, the Client may, at its option, immediately terminate this Contract under Section 5.1, the "Termination for Default" clause, by giving written notice thereof.

ARTICLE VI – MISCELLANEOUS

6.1 Notices. Wherever one party is required or permitted to give notice to the other pursuant to this Contract, such notice shall be deemed given when delivered by hand, via certified mail with return receipt requested, via overnight courier with signature required, and addressed as follows:

In the case of the Client:

Attn: Mr. Larry Bierke
City Administrator
City of Beaver Dam
205 S. Lincoln Avenue
Beaver Dam, WI 53916

In the case of The Archer Company:

James Battigaglia
President
The Archer Company
7652 Sawmill Road, #295
Dublin, OH 43016

Either party may from time to time change its designated recipient or address for notification purposes by giving the other party written notice of the new designated recipient or address and the date upon which it will become effective.

6.2 Severability. If, and only to the extent that, any provision of this Contract is declared or found to be illegal, unenforceable or void, then both parties shall be relieved of all obligations arising under such provision, it being the intent and agreement of the parties that this Contract shall be deemed amended by modifying such provision to the extent necessary to make it legal and enforceable while preserving its intent. If that is not possible, another provision that is legal and enforceable and achieves the same objective shall be substituted. If the remainder of this Contract is not affected by such declaration or finding and is capable of substantial performance, then the remainder shall be enforced to the extent permitted by law.

6.3 Waiver. No delay or omission by either party in the exercise of any right or power shall impair any such right or power or be construed to be a waiver thereof. A waiver by either of the parties of any of the covenants, conditions or agreements to be performed by the other or any breach thereof shall not be construed to be a waiver of any succeeding breach thereof or of any other covenant, condition or agreement herein contained. No change, waiver, or discharge hereof shall be valid unless in writing and signed by an authorized representative of the party against which such change, waiver, or discharge is sought to be enforced.

6.4 Public Records. The Archer Company acknowledges and agrees that the Services, communications related thereto, and other documents and communications related to this Contract may be subject to disclosure under the Wisconsin Public Records Law.

6.5 Record Audit Retention. The Archer Company agrees to make all pertinent contractual books and records and other documents pertaining to this Contract available to the Client and its designated agents for purpose of audit and examination upon reasonable request during the term of this Contract and for a period of two (2) years from the expiration date or final payment under this Contract, whichever is later.

6.6 Headings and Interpretation. The article and section headings used herein are for reference and convenience only and shall not enter into the interpretation hereof.

6.7 Governing Law. This Contract shall be subject to interpretation under the laws of the State of Wisconsin.

6.8 Assignment. The Archer Company shall not assign, transfer, convey or otherwise dispose of this Contract, or its right to execute it, or its right, title or interest in or to it or any part thereof, or assign, by power of attorney or otherwise, any of the monies due or to become due under this Contract without approval of the Client by resolution.

6.9 Electronic Signature; Counterparts. This Contract may be executed in counterparts, all of which when so executed will be deemed to be an original and all of which taken together will constitute one and the same agreement. This Contract may be executed by any electronic means (e.g., DocuSign or other electronic process), and delivery of an executed counterpart of a signature page to this Contract by facsimile transmission or other electronic transmission will be as effective as delivery of a manually executed counterpart of this Contract.

6.10 Entire Agreement of Parties and Modification. This Contract, including any Schedules and documents referred to in this Contract or attached hereto, each of which is incorporated herein, constitutes the entire and exclusive statement of the agreement between the parties with respect to its subject matter and there are no oral or written representations, understandings or agreements relating to this Contract which are not fully expressed herein. The parties agree that any other terms or conditions included in any quotes, acknowledgments, bills of lading or other forms utilized or exchanged by the parties shall not be incorporated herein or be binding unless expressly agreed upon in writing by authorized representatives of the parties. No modification change or amendment hereof shall be valid unless such is in writing and signed by the authorized representative of the party against which such modification, change or amendment is sought to be enforced.

6.11 Relationship of Parties. The Archer Company is performing pursuant to this Contract only as an independent contractor. The Archer Company has the sole obligation to supervise, manage, contract, direct, procure, perform or cause to be performed its obligations set forth in this Contract, except as otherwise agreed upon by the parties. Nothing set forth in this Contract shall be construed to create the relationship of principal and agent between The Archer Company and the Client. Neither party shall act or attempt to act or represent itself, directly or by implication, as an agent of the other party or its affiliates or in any manner assume or create any obligation on behalf of, or in the name of the other party or its affiliates.

6.12 Force Majeure. Neither party will be liable to the other party hereunder or be deemed to be in breach of this Contract for any failure or delay in rendering performance arising out of causes beyond its reasonable control and without its fault or negligence. Such causes may include but are not limited to, acts of God or the public enemy, acts of the government, the other party hereto, or third parties (excluding subcontractors or agents), fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes and unusually severe weather.

IN WITNESS WHEREOF, the Client and The Archer Company have each caused this Contract to be signed and delivered by its duly authorized representative as of the date first written above.

THE ARCHER COMPANY

BY: ___________________________________

Print Name: ____________________________

Title: __________________________________

CLIENT:

NOW, THEREFORE, the City of Beaver Dam, Wisconsin, on this ____ day of July, 2026, hereby approves entry into this Contract.

CITY OF BEAVER DAM, WISCONSIN

BY:_______________________________
Mr. Larry Bierke, City Administrator

Approved as to legal form:

____

SCHEDULE A

REQUEST FOR PROPOSALS

Classification, Compensation, and Benefits Study

Issue Date: June 1, 2026
Proposal Due Date: July 10, 2026

The City of Beaver Dam ("City") is requesting proposals from qualified consulting firms to conduct a comprehensive classification, compensation, and benefits study for municipal employees and to assist the City in developing a modern, equitable, and competitive compensation structure.

The City seeks a consultant with demonstrated experience performing compensation and classification studies for Wisconsin municipalities or similar sized local governments.

The selected consultant shall evaluate the City's current compensation system, compare wages and benefits to relevant labor markets, assess internal equity, and recommend a compensation structure and wage grid that supports recruitment, retention, transparency, fairness, fiscal sustainability, and organizational effectiveness.

The purpose of this project is to:

- Evaluate the competitiveness of the City's compensation and benefits programs;
- Ensure internal equity among positions;
- Review current job classifications and organizational structure;
- Identify compensation compression or inequities;
- Assist the City in attracting and retaining qualified employees;
- Develop an updated wage grid/pay plan that appropriately rewards longevity, performance, and professional growth;
- Provide recommendations for implementation and long-term maintenance of the compensation system; and
- Ensure the compensation system aligns with the City's strategic goals and financial capabilities.
- Provide education and training to City staff regarding wage grid administration, implementation, and long-term benefits.

The City of Beaver Dam is a Wisconsin municipality providing a full range of municipal services including administration, public safety, public works, utilities, parks and recreation, and engineering.

The City currently employs approximately 141 full-time employees and 12 part-time employees across multiple departments. This study is intended to focus primarily on non-represented positions, which reduces the full-time employees studied down to 92.

The City's current compensation structure has evolved over time, and the City desires a comprehensive review to ensure wages and benefits remain competitive and equitable. The current structure includes premium pay, longevity, and other compensation components that the City would like evaluated for possible consolidation into a more transparent compensation structure.

The City may provide the following information to the selected consultant:

- Organizational chart;
- Existing job descriptions;
- Current wage schedules;
- Employee census data;
- Benefit summaries;
- Personnel policies;
- Historical compensation adjustments; and
- Budget information.

The selected consultant shall provide professional services including, but not limited to, the following:

Project Initiation and Planning

- Conduct a project kickoff meeting with City administration;
- Review project objectives, schedule, and communication expectations;
- Identify data needs and establish project milestones;
- Develop a detailed work plan.

Review of Existing Classification System

- Review current organizational structure and position classifications;
- Evaluate job descriptions for accuracy and consistency;
- Recommend revisions to job classifications where appropriate;
- Identify positions that may be improperly classified;
- Review supervisory relationships and organizational alignment;
- Review Fair Labor Standards Act (FLSA) classifications.

Compensation Analysis

- Evaluate the City's current wage structure;
- Analyze internal equity among positions;
- Identify wage compression issues;
- Review pay progression practices;
- Evaluate compensation philosophy and administration practices;
- Compare wages with comparable Wisconsin municipalities and relevant labor markets.

The consultant shall recommend an appropriate market comparison group and provide rationale for the selected comparables.

Benefits Review

- Review the City's employee benefits package;
- Compare benefits offerings with comparable municipalities;
- Identify strengths, weaknesses, and areas for improvement;
- Evaluate total compensation competitiveness.

Employee Handbook Review

The City of Beaver Dam has many benefits included in the existing employee handbook. It is the City's desire to modify the handbook to update benefit terms, identify potential policy, operational, or compliance concerns for further legal review by the City Attorney, and have a consultant recommend modifications to said handbook.

Market Salary Survey

The consultant shall conduct a salary survey using an existing list of comparable municipalities and organizations. The survey should consider factors including:

- Population;
- Geographic location;
- Organizational structure;
- Service levels;
- Workforce size;
- Economic conditions; and
- Municipal type.

The consultant shall provide:

- Market comparison data;
- Salary range comparisons;
- Position benchmark analysis;
- Summary findings and recommendations.

Development of Compensation Structure

The consultant shall develop recommendations for an updated compensation structure, including:

- Wage grid or pay plan;
- Pay grades and salary ranges;
- Pay progression methodology;
- Internal alignment recommendations;
- Market positioning recommendations;
- Recommendations for non-represented employee compensation;
- Recommendations related to merit, step, or performance system.

The consultant should provide phased implementation options, including estimated annual budget impacts under multiple implementation scenarios.

Presentations and Final Report

The consultant shall plan for two in person updates to the Administrative Committee and a final in person presentation to the Beaver Dam City Council. Regular meetings with city human resources staff shall also be part of the proposal.

The consultant shall prepare a final report summarizing:

- Methodology;
- Findings;
- Market analysis;
- Compensation recommendations;
- Classification recommendations;
- Benefits analysis;
- Wage grid/pay structure recommendations;
- Implementation strategy;
- Estimated fiscal impacts.

The consultant shall present draft findings and recommendations to City administrator and the Administrative Committee and final recommendations to the City Council.

All work products, data, reports, and supporting materials produced under this project shall become the property of the City of Beaver Dam.

DELIVERABLES

The selected consultant shall provide the following deliverables:

1. Project work plan and schedule;
2. Market comparison methodology;
3. Updated classification recommendations;
4. Compensation and benefits analysis;
5. Recommended wage grid/pay structure in editable format;
6. Draft report for City review;
7. Final written report;
8. Electronic copies of all reports and supporting data;
9. Presentation materials for governing body meetings.
10. Two Implementation presentations to City Staff after proposal is approved by City Council.

PROJECT TIMELINE

The City anticipates the following project schedule:

Milestone	**Date**
RFP Issued	June 1, 2026
Questions Due	June 12, 2026 to vorth@ci.beaverdam.wi.gov
Responses Issued	June 19, 2026 to all prospective bidders
Proposals Due	July 10, 2026
Interviews (if needed)	July 16/17 via zoom
Consultant Selected	August 3, 2026 City Council meeting
Draft Report	October 12, 2026
Final Report	November 9, 2026

The City reserves the right to modify the project timeline.

PROPOSAL REQUIREMENTS

Proposals shall include the following information:

A. Cover Letter

Include:

- Name of firm;
- Primary contact person;

- Address, telephone number, and email address;
- Statement of interest;
- Signature of authorized representative.

B. Firm Qualifications

Provide:

- Firm history and overview;
- Experience with municipal compensation and classification studies;
- Experience working with Wisconsin municipalities;
- Qualifications of staff assigned to the project;
- Resumes of key personnel.

C. Project Approach and Methodology

Describe:

- Proposed project methodology;
- Approach to market analysis;
- Approach to classification review;
- Data collection methods;
- Communication strategy;
- Proposed schedule.

D. References

Provide at least three references from Wisconsin municipalities or local government clients for whom similar work has been completed within the past five years.

Include:

- Organization name;
- Contact person;
- Telephone number;
- Email address;
- Brief description of project.

E. Sample Work Product

Provide examples of similar compensation or classification studies completed for municipalities.

F. Fee Proposal

Provide:

- Total project cost;
- Hourly rates for assigned personnel;
- Breakdown of project phases/tasks;
- Reimbursable expenses;
- Any optional services.

The fee proposal shall remain valid for at least ninety (90) days. The City prefers a fixed-fee proposal with clearly identified optional services.

EVALUATION CRITERIA

Proposals may be evaluated using criteria including:

Criteria	Weight
Municipal Experience	15%
Project Methodology	25%
Qualifications of Assigned Staff	25%
Cost Proposal	25%
References and Work Quality	10%

The City reserves the right to conduct interviews with selected firms.

SUBMISSION INSTRUCTIONS

Proposals shall be submitted no later than:

Date: July 10th, 2026

Time: 1:00 PM

Submit proposals electronically as pdf's to:

City of Beaver Dam, WI
Attn: Vicky Orth, Human Resources
205 S. Lincoln Avenue
Beaver Dam, WI 53916
Email: vorth@ci.beaverdam.wi.gov

Late proposals may not be considered.

GENERAL CONDITIONS

The City reserves the right to:

- Reject any or all proposals;
- Waive informalities or irregularities;
- Request additional information from proposers;
- Negotiate scope or fees with selected firms;
- Cancel or modify the RFP process;
- Select the proposal deemed in the best interest of the City.

All materials submitted in response to this RFP may become public records subject to Wisconsin public records laws.

The selected consultant shall comply with all applicable federal, state, and local laws.

QUESTIONS

Questions regarding this Request for Proposals shall be directed to:
vorth@ci.beaverdam.wi.gov

Questions must be submitted by the date identified in the project timeline.

ATTACHMENTS

The City may provide the following attachments as requested:

- Organizational Chart
- Current Wage Schedule
- Job Descriptions
- Benefit Summary
- Collective Bargaining Agreements
- Personnel Policies

City of Beaver Dam, Wisconsin
City Administrator Office

TO: Administrative Committee
FROM: Larry Bierke
SUBJECT: Wage Grid Budget Amendment

The Issue:
The City of Beaver Dam seeks to provide a competitive, equitable, and sustainable total compensation program to support recruitment, retention, transparency, fiscal stability, fairness and organizational effectiveness.

In April 2026 the City completed a salary survey that identified 16 positions that had fallen below the minimum compensation range of comparable communities. During the City Council discussion, it became apparent that compensating staff at a minimum level was not going to allow the City to compete in the labor market, nor would it treat knowledgeable workers or high-performing workers equitably in comparison to both the public and private job sector.

Considerations:
At the April 21, 2026 City Council meeting, the City Administrator was directed to move forward with a Classification, Compensation, and Benefit Study and establish a wage grid for city staff. The City Administrator drafted a request for proposals and received six responses to the request for proposals. The proposal selected for recommendation to the City Council was from the Archer Company for a cost not to exceed $44,120.

Does this item have a financial or budget impact?
No
This budget amendment moves funding from the general fund to an account where it can be spent. A separate agenda item will ask the City Council to spend the funds on a contract with The Archer Company.

Recommendation:
Staff recommends considering and adopting a budget amendment to move $44,120 from the General Fund Balance to Professional Services Account to engage The Archer Company to complete a classification and compensation wage grid for the City of Beaver Dam.

Attachments:
1. RES 76-2026

RESOLUTION NO. 76-2026

A RESOLUTION AMENDING THE BUDGET OF THE CITY OF BEAVER DAM, WISCONSIN FOR THE FISCAL YEAR 2026

WHEREAS, the Common Council of the City of Beaver Dam, Wisconsin adopted the 2026 Budget on November 17, 2025; and

WHEREAS, Wis. Stat. § 65.90(5)(a) authorizes the governing body to amend the adopted budget by two-thirds vote of the entire membership of the governing body; and

WHEREAS, circumstances have arisen since adoption of the 2026 Budget necessitating the appropriation of funds for anticipated professional services related to a classification, compensation and benefits study; and

WHEREAS, increased building permit revenues in 2025 and 2026 from large development activity have increased available General Fund resources and contributed to the availability of unassigned fund balance to support said anticipated expenditures;

NOW THEREFORE BE IT RESOLVED, that the Common Council of the City of Beaver Dam does hereby adopt the 2026 Budget amendments as follows:

Fund	Budget Amendment
General Fund Expenses	
General Government	
Professional Services	$44,120
General Fund Revenues	
Other Financing Sources	
Fund Balance Applied	$44,120

BE IT FURTHER RESOLVED, that the City Administrator is hereby authorized to execute an agreement with The Archer Company for property a Classification, Compensation and Benefits Study, in an amount not to exceed $44,120 within the budget authority established by this resolution.

BE IT FURTHER RESOLVED, that the Finance Director is authorized to make the appropriate accounting entries to implement this amendment.

Presented by the Common Council

By a vote of________ in favor, __________ opposed, and ______ abstain.

Approved: August 3, 2026

Bobbi Marck
Mayor

Attested: August 3, 2026

Tracey M. Ferron
City Clerk

City of Beaver Dam, Wisconsin
City Administrator Office

TO: Administrative Committee
FROM: Larry Bierke
SUBJECT:

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. Batch 2 Policies

BEAVER DAM
Life is good here

City of Beaver Dam, Wisconsin
Office of the City Administrator

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).

BEAVER DAM Life is good here	TITLE:	**POSITION CONTROL POLICY**	
	POLICY #:	**201**	

POLICY SOURCE	ADMINISTRATION	PAGES	4
DATE ADOPTED	XX/XX/XXXX	DATE LAST REVISED	XX/XX/XXXX

PURPOSE	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. 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.
POLICY	<u>**ESTABLISHING A NEW POSITION**</u> 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. 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. 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: 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. A. Funding for these positions shall be included in the specific department budget as applicable and recognized on the position control page

	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. **<u>PROMOTIONS</u>** 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	

Authorized Full-Time Equivalent Positions

	2025		2026		2027		Projected 2028	
City Department	Authorized	Staff Members	Authorized	Staff Members	Authorized	Staff Members	Authorized	Staff Members
City Administrator (Human Resources)	1	1	2	2	2	2	2	2
City Clerk	2	2	2	2	2	2	2	2
Engineering Department	2	1	2	2	2	2	2	2
Finance Department	4	4	4	4	4	4	4	4
Fire Department								
Parks & Facilities Department								
Police Department								
Recreation Department								
Wastewater Utility								
Water Utility								
Total Authorized City Positions	9	8	10	10	10	10	10	10

BEAVER DAM Life is good here	TITLE:	DEBT POLICY	
	POLICY #:	304	
POLICY SOURCE	FINANCE DEPARTMENT	PAGES	3
DATE ADOPTED	XX/XX/XXXX	DATE LAST REVISED	XX/XX/XXXX

PURPOSE

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.

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.

POLICY

STATUTORY AUTHORITY

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.

CREDIT OBJECTIVES

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.

DEBT LIMITATIONS AND STRUCTURE

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:

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.

	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. 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). 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. **FINANCING CONSIDERATIONS** 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. 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. **DISCLOSURE** 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. The Finance Department will provide continuing disclosure in compliance with continuing disclosure certifications made at the time of each debt issuance. **AMENDMENT** A majority vote is required to approve any amendment to the provisions of this policy.
HISTORY	

BEAVER DAM Life here is good	TITLE:	FUND BALANCE POLICY	
	POLICY #:	305	
POLICY SOURCE	FINANCE DEPARTMENT	PAGES	4
DATE ADOPTED	XX/XX/XXXX	DATE LAST REVISED	XX/XX/XXXX

PURPOSE	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: 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	**DEFINITIONS** Fund balance will be reported in governmental funds under the following categories using the definitions provided by GASB Statement No. 54: 1. Nonspendable Fund Balance - 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. Restricted Fund Balance - Fund balance should be classified as restricted when constraints are placed on the use of resources are either: 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. Committed Fund Balance - 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 RESPONSIBILITITES

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.

2. Prioritization of Fund Balance - 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.

   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.

3. Minimum Unassigned Fund Balance - 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.

4. Drawdown of Unassigned Fund Balance - 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.

5. Replenishing deficiencies - 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:
   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.

	<u>BUDGET PRACTICES</u> 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: 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. 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. 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	

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

<table>
<tr><td>PURPOSE</td><td>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.

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.

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.</td></tr>
<tr><td>POLICY</td><td><u>DEFINITION OF FUND STRUCTURE</u>

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.

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).

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.

1. Governmental Funds</td></tr>
</table>

	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

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.

	BUDGET TRANSFER 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. 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. The City Administrator will monitor activity through monthly budget-to-actual reporting provided by the Finance Department.
HISTORY	

BEAVER DAM Life is good here	TITLE:	**CAPITAL IMPROVEMENT PLAN POLICY**
	POLICY #:	**307**

POLICY SOURCE	CITY ADMINISTRATOR	PAGES	2
DATE ADOPTED	XX/XX/XXXX	DATE LAST REVISED	XX/XX/XXXX

PURPOSE	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. 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. 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.
POLICY	**DEFINITIONS** A Capital Improvement is any purchase made that costs more than $10,000 and lasts more than three years. **AUTHORITY** Annually, the City Administrator proposes a Capital Improvement Plan to the City Council. **TIMELINE GUIDE** 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. 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.

	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	

BEAVER DAM Life is good here	TITLE:	PROCUREMENT POLICY	
	POLICY #:	308	

POLICY SOURCE	FINANCE DEPARTMENT	PAGES	10
DATE ADOPTED	XX/XX/XXXX	DATE LAST REVISED	XX/XX/XXXX

PURPOSE	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.
POLICY	**AUTHORITY** 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. **GOALS** 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 incompliance 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. **ETHICAL STANDARDS** 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.

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 venders 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. <u>Department Head</u> - City employee having responsibility for a department or office on behalf of which moneys were appropriated in the city budget for purchases. 2. <u>Purchasing Agent</u> - 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. <u>General Employee</u> - All other city staff that have been delegated purchasing authority as established by the Department Head within the policy threshold. *Types of Services:* 1. <u>Contractor services</u> - 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. <u>Construction services</u> - 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. <u>Combined goods and services</u> 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. <u>Professional services</u> - 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. **<u>AUTHORITY ROLES AND RESPONSIBILITIES</u>** 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.

	Prequalification of proposers may be done at the discretion of the Department Head. 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. 2. <u>Exceptions</u> - The only exceptions to a Competitive Procurement process whether formal or informal are: 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

	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 Councill 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

BEAVER DAM Life is good here	TITLE:	**CREDIT CARD POLICY**
	POLICY #:	**309**

POLICY SOURCE	FINANCE DEPARTMENT	PAGES	2
DATE ADOPTED	XX/XX/XXXX	DATE LAST REVISED	XX/XX/XXXX

PURPOSE	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.
POLICY	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. 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. 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. 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. The Finance Department approves the positions/departments with the ability to use a credit card issued by the City of Beaver Dam.

	The Finance Department shall maintain a listing of all positions/departments authorized to use a credit card and associated credit limits. 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. 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. Cardholders approved to use a credit card shall: • 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 of 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 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. 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.
HISTORY	

BEAVER DAM
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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: ________________

BEAVER DAM Life is good here	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	

PURPOSE	The purpose of this policy is to guide Public Works personnel with snow and ice control procedures for city maintained infrastructure.
POLICY	**<u>GENERAL PROVISIONS</u>** 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. 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. 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. **<u>DETERMINATION OF NEED FOR SNOW & ICE CONTROL PROCEDURES</u>** 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. **<u>SNOW CONTROL PROCEDURES</u>** 1. **Snow Plowing** 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: Priority 1 - Main streets (arterial streets) Priority 2 - Secondary streets (collector streets) Priority 3 - Low volume residential through-streets (local streets), dead ends, cul-de-sacs, alleys, and parking lots 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

	priority streets may be completed when equipment is in the area rather than returning later. This will vary by storm conditions and severity. 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. **2. Snow Removal** 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. 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. **3. Sidewalks** Snow and ice will be cleared from sidewalks abutting city-owned properties only after snow and ice are satisfactorily controlled on city streets. **ICE CONTROL PROCEDURES** 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: Priority 1 - Main streets (arterial streets) Priority 2 - Secondary streets (collector streets) Priority 3 - Low Volume Residential through streets (local streets), dead ends, cul-de-sacs, alleys, and parking lots 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. 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.
HISTORY	*None.*

BEAVER DAM Life is good here	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

PURPOSE	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.
POLICY	**<u>FINDINGS</u>** 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. **<u>AUTHORITY</u>** 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. **<u>STREET NAMING REQUIREMENTS</u>** All new streets or renamed streets shall be named in compliance with the following criteria: 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.

	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. **STREET RENAMING CRITERIA** 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: 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