



City of Beaver Dam, Wisconsin
Operations Committee Meeting

205 S. Lincoln Ave; Council Chambers
Monday, August 17, 2026 at 6:30 PM

[Join Zoom](#)

Meeting ID: 885 0407 3460

Passcode: 989776

(312) 626-6799

AGENDA

- 1) Call to Order – Roll Call
 - a) Approval of the August 3, 2026, Meeting Minutes
- 2) Discussion & Possible Action
 - a) **RESOLUTION NO. 78-2026** A Resolution Awarding the Contract for the 2026 Street Maintenance Program
 - b) **RESOLUTION NO. 79-2026** A Resolution Awarding the Contract for the 2026 Street Resurfacing Program
 - c) Regarding Consideration of Policies 307 Capital Improvement Plan, 308 Procurement Policy, 501 Snow and Ice Control, and 505 Street Naming Policy
 - d) Regarding Creation of a Building Oversight Committee for the New Fire Department Facility
- 3) Items for Future Agendas
- 4) Adjourn

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

Posted: 8/13/26 by Tracey Ferron, City Clerk at 1:00 p.m.

A quorum of the Common Council may attend this meeting.



1) Call to Order – Roll Call

The meeting of the Operations Committee was called to order at 6:30 p.m. by Jennifer Hiley.

Present: Jeff Bierman, Jennifer Hiley, Cris Olson, Bart Radke, Julie Wendt (arrived 6:32 pm), Nancy Wild, 6. Absent: Andrew Perkins, 1.

Others in attendance - Mayor Bobbi Marck, Larry Bierke (City Administrator), Todd Janssen (Director of Engineering), Dan Mulhern (Public Works Supervisor), Joe Kern (Parks & Forestry Supervisor), Joe Lehner (Water Utility Supervisor), Kieran O'Day (Stafford Law), John Kreuziger (Police Chief), Attorney Mike DeVitt, Mike Wesle (Fire Chief), Lee Smith (Deputy Fire Chief), Sierra Zellner (Payroll Clerk), and Kari Justman (MSA).

a) Approval of the July 20, 2026, Meeting Minutes

Motion by Jeff Bierman, second by Nancy Wild, to approve. Motion carried by acclamation.

2) Discussion & Possible Action

a) Regarding Authorization to Use a Portion of City Owned Property for a Monarch Butterfly Garden Project

Introduced by Joe Kern, followed by discussion. Sierra Zellner (607 Scott St) has requested to use a portion of City owned property for a Monarch Butterfly Garden project. The said property is located off of Judson Dr by the community gardens. The proposed project area would be approximately 60' x 90' in size, located approximately 40' west of the raised garden beds and approximately 35' south of the city sidewalk. Attached is a list of plants that would be used, a map of the proposed area, and a proposed sign that would be put up by the garden. Motion by Cris Olson, second by Julie Wendt, to approve as presented. Motion carried by acclamation.

b) Regarding an Ordinance Creating Section 62.54, Electric Bicycles and Electric Micromobility Devices, of the Beaver Dam Municipal Code

Introduced by Chief Kreuziger, followed by lengthy discussion and suggestions. The Beaver Dam Police Department is aware of community complaints regarding the lack of regulations for ebikes and escooters. Attached is a proposal that could help regulate these type of transportation devices. The Operations Committee is being asked to review this draft ordinance and consult with their constituents to determine if this ordinance appropriately covers the concerns being raised by the community. Some concerns brought forward were helmets, driver's licenses, and having them on sidewalks or not. Suggestions that were given at tonight's meeting will be taken into consideration for changes in the ordinance.

c) Regarding an Ordinance Creating Section 50-33, Misuse of Emergency Telephone Line and Non-Emergency Telephone Line, of the Beaver Dam Municipal Code

Introduced by Chief Kreuziger, followed by discussion. The Police Department has been

experiencing a developing problem of individuals calling 911 in non-emergency situations, often repeatedly after being advised that 911 is for emergencies only. Staff has decided that it may be necessary to develop an ordinance and penalty for enforcement of the violating callers. Motion by Nancy Wild, second by Bart Radke, to approve the ordinance as presented. Motion carried by acclamation.

- d) **RESOLUTION NO. 71-2026** A Resolution Authorizing a Professional Services Agreement for Application and Administration of the 2026 Clean Water Fund Loan

Introduced by Todd Janssen. Motion by Cris Olson, second by Jeff Bierman, to approve as presented. Motion carried by acclamation.

- e) **RESOLUTION NO. 72-2026** A Resolution Declaring Official Intent to Reimburse Expenditures

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

- f) Regarding a Resolution Authorizing the Preparation of an Engineering Report and the Initiation of Proceedings Under Wisconsin Statute §66.0413 for Property Located at 1322 N. Spring Street

Introduced by Bierke, followed by discussion. A property located at 1322 Spring Street has been in a state of disrepair for many years. The property had a fire and has been missing a portion of the structure's roof since the fire. City staff are inquiring if the Operations Committee and City Council would like to consider a raze order to order the building demolished. If the Committee and Council decide to go forward, the City would hire General Engineering to do a report on the building's condition. The report would then be presented to the City Council and used as supporting documentation for the issuance of a raze order. Motion by Nancy Wild, second by Jeff Bierman, to approve as presented. Motion carried by acclamation.

- g) Regarding Consideration of Policies 307 Capital Improvement Plan, 308 Procurement Policy, 501 Snow and Ice Control, and 505 Street Naming Policy

Introduced by Bierke. Motion by Cris Olson, second by Nancy Wild, to postpone consideration of policies until the next meeting, Motion carried by acclamation.

- h) Regarding Creation of a Building Oversight Committee for the New Fire Department Facility

Introduced by Radke with input from Chief Wesle, followed by discussion. The committee would like to bring this item back at a future meeting for more discussion.

3) Items for Future Agendas

Policies 307 Capital Improvement Plan, 308 Procurement Policy, 501 Snow and Ice Control, and 505 Street Naming, along with regarding creation of a Building Oversight Committee for the new fire department facility will be brought back for future agenda items.

4) Adjourn

Motion by Cris Olson, second by Jeff Bierman, to adjourn. Motion carried by acclamation. The meeting adjourned at 7:32 p.m.



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City of Beaver Dam, Wisconsin
Engineering Office

TO: Operations Committee
FROM: Todd Janssen
SUBJECT: Contract for the 2026 Street Maintenance Program

The Issue:

Bids for this project were opened on August 5, 2026 with two (2) bids being received. Upon review of the bids received, it was determined that Fahrner Asphalt Sealers LLC, Waunakee, Wisconsin was the lowest responsive bid.

Considerations:

This project includes asphalt crack seal, concrete joint seal, and/or asphalt seal coat on the following 10 miles of city streets:

- Alley (Between N Center St, Grove St, Norris St, North St)
- Alley (Between Cherokee Rd, N Center St, Grove St, Sunset Dr)
- Alvin Cir (Lombardi Ln to Termini)
- Campus Ct (Campus Dr to Termini)
- Campus Dr (Hillcrest Dr to Campus Ct)
- Center Rd (900' south of Cody Dr to 200' north of Cody Dr)
- Cherokee Rd (Starkweather Dr to 500' east of Starkweather Dr)
- Clarence Ct (Termini to Prairie View Dr)
- Cooper St (S Center St to S Spring St)
- Cortland Cir (Honeycrisp Dr to Termini)
- E Main St (N Spring St to N University Ave)
- E South St (Roosevelt Dr S to Monroe St)
- Emily Ln (Cul de Sac)
- Empire Dr (Center Rd to Termini)
- Henry St (S Spring St to S University Ave)
- Heritage Way (Caroline Ct to Clarence Ct)
- Honeycrisp Dr (McIntosh Dr to Termini)
- Industrial Dr E (Seippel Blvd to 400' east of Corporate Dr)
- James St (S Lincoln Ave to Termini)
- Lombardi Ln (Judson Dr to Termini)
- MacArthur Dr (Liberty St to Termini)
- Mary St (Oneida St to north Termini)
- McIntosh Dr (Center Rd to Termini)
- N Crystal Lake Rd (Frances Ln to west Termini)
- N Lincoln Ave (E Main St to Prairie St)
- N Spring St (Park Ave to Maple Ave)

- N Spring St (Burnett St to N University Ave)
- Oneida St (N Center St to N Spring St)
- Parallel St (Hamilton St to Carroll St)
- Pearl St (Rosendale St to Termini)
- Prairie St (N Spring St to N University Ave)
- Prairie View Dr (CTH E to Caroline Ct)
- Roosevelt Dr (Park Ave to Prospect Ave)
- Ryan Cantafio's Way (Madison St to S Center St)
- S Center St (Curie St to Front St)
- S Lincoln Ave (Judson Dr to Henry St)
- S Spring St (Beltline Dr to Cooper St)
- Starkweather Dr (Hiawatha Dr to Cherokee Rd)
- Steeplechase Ln (Webster St to E South St)
- Stonehaven Cir (Clarence Ct to Termini)
- Lower Tower Parking Lot (W Mill St to 200' north of W Mill St)
- Vincent Cir (Entirety)
- W Burnett St (Mary St to west Termini)
- W Maple Ave (Beaver St to N Spring St)
- W Water St (Haskell St to south Termini)
- Webster St (Warren St to Monroe St)
- West St (W Third St to Oneida St)
- Woodland Dr (Commercial Dr to 1000' east of Commercial Dr)

Does this item have a financial or budget impact?

Yes

This project is funded by the Engineering Department Capital Improvement Project Account.

Recommendation:

Staff recommends awarding the contract for the 2026 Street Maintenance Program to Fahrner Asphalt Sealers LLC, Waunakee, Wisconsin for the Bid total of \$514,531.00.

Attachments:

1. Resolution No. 78-2026
2. Bid Tabulation

RESOLUTION NO. 78-2026

**A RESOLUTION AWARDING THE CONTRACT FOR THE 2026 STREET
MAINTENANCE PROGRAM**

WHEREAS, the Operations Committee of the Common Council of the City of Beaver Dam, Wisconsin did advertise and receive sealed bids for the captioned contractual service; and

WHEREAS, two (2) bids were received and are on file in the City Engineering Department Office.

NOW, THEREFORE, BE IT RESOLVED that the contract for said 2026 Street Maintenance Program be and is hereby awarded to the low bidder, FAHRNER ASPHALT SEALERS LLC, Waunakee, Wisconsin, for the Bid total of \$514,531.00 pursuant to the attached bid proposal. Funds are available in the Engineering Department Capital Improvement Project Account.

Presented by the Operations Committee

By a vote of: _____ in favor, _____ opposed, and _____ abstain.

Approved: August 17, 2026

Roberta Marck
Mayor

Attested: August 17, 2026

Tracey M Ferron
City Clerk

(Subject To Committee Approval)

2026 Street Maintenance Program (#10282191)
Owner: Beaver Dam WI, City of
Solicitor: Beaver Dam WI, City of
08/05/2026 09:00 AM CDT

					Engineer Estimate		Fahrner Asphalt Sealers, LLC		Scott Construction, Inc	
Section Title	Line Item	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
PROPOSAL A - Asphalt Pavement Maintenance						\$324,587.50		\$282,748.00		\$352,193.50
	1	Mobilization, Bonds, & Insurance	LS	1	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$6,400.00	\$6,400.00
	2	Erosion Control	LS	1	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
	3	Traffic Control	LS	1	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$6,400.00	\$6,400.00
	4	Asphalt Crack Seal (125,520 SY)	LS	1	\$80,000.00	\$80,000.00	\$38,750.00	\$38,750.00	\$112,968.00	\$112,968.00
	5	Asphalt Seal Coat	S.Y.	75725	\$2.50	\$189,312.50	\$2.57	\$194,613.25	\$2.47	\$187,040.75
	6	Marking Line Epoxy 6-Inch	L.F.	15500	\$1.25	\$19,375.00	\$1.10	\$17,050.00	\$1.10	\$17,050.00
	7	Marking Line Epoxy 10-Inch	L.F.	400	\$2.50	\$1,000.00	\$1.20	\$480.00	\$1.20	\$480.00
	8	Marking Arrow Epoxy	EACH	16	\$250.00	\$4,000.00	\$223.45	\$3,575.20	\$223.45	\$3,575.20
	9	Marking Word Epoxy	EACH	4	\$325.00	\$1,300.00	\$228.45	\$913.80	\$228.45	\$913.80
	10	Marking Symbol Epoxy	EACH	45	\$300.00	\$13,500.00	\$211.35	\$9,510.75	\$211.35	\$9,510.75
	11	Marking Stop Line Epoxy 18-Inch	L.F.	200	\$15.00	\$3,000.00	\$14.25	\$2,850.00	\$14.25	\$2,850.00
	12	Marking Diagonal Epoxy 6-Inch	L.F.	300	\$7.00	\$2,100.00	\$13.35	\$4,005.00	\$13.35	\$4,005.00
PROPOSAL B - Concrete Pavement Maintenance						\$245,800.00		\$231,783.00		\$210,025.00
	13	Mobilization, Bonds, & Insurance	LS	1	\$2,000.00	\$2,000.00	\$7,500.00	\$7,500.00	\$1,000.00	\$1,000.00
	14	Erosion Control	LS	1	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
	15	Traffic Control	LS	1	\$5,000.00	\$5,000.00	\$7,500.00	\$7,500.00	\$1,000.00	\$1,000.00
	16	Concrete Joint Seal (77,560 SY)	LS	1	\$175,000.00	\$175,000.00	\$160,000.00	\$160,000.00	\$151,242.00	\$151,242.00
	17	Marking Line Epoxy 6-Inch	L.F.	8700	\$1.25	\$10,875.00	\$0.65	\$5,655.00	\$0.65	\$5,655.00
	18	Marking Line Epoxy 10-Inch	L.F.	500	\$2.50	\$1,250.00	\$1.10	\$550.00	\$1.10	\$550.00
	19	Marking Arrow Epoxy	EACH	10	\$250.00	\$2,500.00	\$208.00	\$2,080.00	\$208.00	\$2,080.00
	20	Marking Word Epoxy	EACH	1	\$325.00	\$325.00	\$212.00	\$212.00	\$212.00	\$212.00
	21	Marking Symbol Epoxy	EACH	46	\$300.00	\$13,800.00	\$196.00	\$9,016.00	\$196.00	\$9,016.00
	22	Marking Stop Line Epoxy 18-Inch	L.F.	400	\$15.00	\$6,000.00	\$13.40	\$5,360.00	\$13.40	\$5,360.00
	23	Marking Diagonal Epoxy 6-Inch	L.F.	150	\$7.00	\$1,050.00	\$12.40	\$1,860.00	\$12.40	\$1,860.00
	24	Marking Crosswalk Epoxy Transverse Line 6-Inch	L.F.	2700	\$10.00	\$27,000.00	\$11.50	\$31,050.00	\$11.50	\$31,050.00
Base Bid Total:						\$570,387.50		\$514,531.00		\$562,218.50



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City of Beaver Dam, Wisconsin
Engineering Office

TO: Operations Committee
FROM: Todd Janssen
SUBJECT: Contract for the 2026 Street Resurfacing Program

The Issue:

Bids for this project were opened on August 5, 2026 with one (1) bid being received. Upon review of the bid received, it was determined that Northeast Asphalt Inc., Fond du Lac, Wisconsin was the lowest responsive bid.

Considerations:

This project includes asphalt resurfacing on the following 1 mile of city streets:

- Audrey Dr (Entirety)
- E Burnett St (700' east of McKinley St to USH 151)
- E Maple Ave (N Lincoln Ave to N University Ave)
- E Third St (N Lincoln Ave to N University Ave)
- E Water St (Madison St to Termini)
- Marsh Tr (Judson Dr to 200' south of Patridge Ct)
- Martha St (Madison St to Audrey Dr)
- Patridge Ct (Marsh Tr to Termini)

Does this item have a financial or budget impact?

Yes

This project is funded by the Engineering Department Capital Improvement Project Account.

Recommendation:

Staff recommends awarding the contract for the 2026 Street Resurfacing Program to Northeast Asphalt Inc., Fond du Lac, Wisconsin for the Bid total of \$575,917.50.

Attachments:

1. Resolution No. 79-2026
2. Bid Tabulation

RESOLUTION NO. 79-2026

**A RESOLUTION AWARDING THE CONTRACT FOR THE 2026 STREET
RESURFACING PROGRAM**

WHEREAS, the Operations Committee of the Common Council of the City of Beaver Dam, Wisconsin did advertise and receive sealed bids for the captioned contractual service; and

WHEREAS, one (1) bid was received and is on file in the City Engineering Department Office.

NOW, THEREFORE, BE IT RESOLVED that the contract for said 2026 Street Resurfacing Program be and is hereby awarded to the low bidder, NORTHEAST ASPHALT INC., Fond du Lac, Wisconsin, for the Bid total of \$575,917.50 pursuant to the attached bid proposal. Funds are available in the Engineering Department Capital Improvement Project Account.

Presented by the Operations Committee

By a vote of: _____ in favor, _____ opposed, and _____ abstain.

Approved: August 17, 2026

Roberta Marck
Mayor

Attested: August 17, 2026

Tracey M Ferron
City Clerk

(Subject To Committee Approval)

2026 Street Resurfacing Program (#10282192)

Owner: Beaver Dam WI, City of

Solicitor: Beaver Dam WI, City of

08/05/2026 10:00 AM CDT

					Engineer Estimate		Northeast Asphalt, Inc.	
Section Title	Line Item	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension
Base Bid						\$591,350.00		\$575,917.50
	1	Mobilization, Bonds, & Insurance	LS	1	\$25,000.00	\$25,000.00	\$14,965.00	\$14,965.00
	2	Erosion Control	LS	1	\$5,000.00	\$5,000.00	\$1,430.00	\$1,430.00
	3	Traffic Control	LS	1	\$5,000.00	\$5,000.00	\$6,735.00	\$6,735.00
	4	Removing Asphaltic Surface Milling	S.Y.	19500	\$3.00	\$58,500.00	\$2.95	\$57,525.00
	5	Asphaltic Pavement 3 LT 58-28 S	TON	2350	\$90.00	\$211,500.00	\$98.90	\$232,415.00
	6	Asphaltic Pavement 4 LT 58-28 S	TON	1950	\$90.00	\$175,500.00	\$94.70	\$184,665.00
	7	Excavation Below Subgrade/Breaker Run	TON	1950	\$30.00	\$58,500.00	\$25.95	\$50,602.50
	8	Geogrid	S.Y.	1950	\$3.00	\$5,850.00	\$2.00	\$3,900.00
	9	Marking Line Epoxy 6-Inch	L.F.	3600	\$2.00	\$7,200.00	\$0.55	\$1,980.00
	10	Marking Arrow Epoxy	EACH	8	\$300.00	\$2,400.00	\$250.00	\$2,000.00
	11	Marking Symbol Epoxy	EACH	8	\$300.00	\$2,400.00	\$250.00	\$2,000.00
	12	Marking Stop Line Epoxy 18-Inch	L.F.	150	\$30.00	\$4,500.00	\$12.00	\$1,800.00
	13	Lawn Restoration	S.Y.	2000	\$15.00	\$30,000.00	\$7.95	\$15,900.00
Base Bid Total:						\$591,350.00		\$575,917.50



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City of Beaver Dam, Wisconsin
City Administrator Office

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

The Issue:

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

Considerations:

Does this item have a financial or budget impact?

No

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

Recommendation:

Attachments:

1. Draft Policies



Batch 2 Policies

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

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

Administrative Committee

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

Operations Committee

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

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

 BEAVER DAM <i>Life is good here</i>		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
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	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	

 BEAVER DAM <i>Life is good here</i>		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	<u>STATUTORY AUTHORITY</u> 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. <u>CREDIT OBJECTIVES</u> 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. <u>DEBT LIMITATIONS AND STRUCTURE</u> 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. <u>FINANCIAL ADVISORS & REFUNDINGS</u> 1. The City will utilize the services of a qualified financial advisor in monitoring its debt and debt service. 2. The City shall establish and maintain a long-term relationship with a financial advisor to allow for continuity and consistency in services provided by the advisor. However, the arrangement between the financial advisor and the City should be examined every three (3) to five (5) years or as deemed necessary by the City Administrator. 3. Alternatives (for example, State Trust Fund loans and private placements with local financial institutions) for borrowing funds should be considered by the City and the financial advisor, depending on the uniqueness of the items or projects being financed by long-term debt.
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	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. <u>FINANCING CONSIDERATIONS</u> 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. <u>DISCLOSURE</u> 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. <u>AMENDMENT</u> A majority vote is required to approve any amendment to the provisions of this policy.
HISTORY	

 BEAVER DAM <i>Life is good here</i>		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	<u>DEFINITIONS</u> Fund balance will be reported in governmental funds under the following categories using the definitions provided by GASB Statement No. 54: 1. <u>Nonspendable Fund Balance</u> - includes amounts that cannot be spent because they are either not in spendable form or legally or contractually required to be maintained intact. Examples of Nonspendable Fund balance are: Inventory and prepaid expenditures. Nonspendable amounts will be determined before all other classifications. It is the responsibility of the Finance Director to report all Nonspendable Funds appropriately in the City's financial statements. 2. <u>Restricted Fund Balance</u> - Fund balance should be classified as restricted when constraints are placed on the use of resources are either: a. Externally imposed by creditors (such as through debt covenants), grantors, contributors or laws or regulations of other governments; or b. Imposed by law though constitutional provisions or enabling legislation. 3. <u>Committed Fund Balance</u> - includes amounts that can be used only for specific purposes determined by a formal action of the City Council. A majority vote is required to approve a commitment and must take place within the fiscal reporting period, no later than December 31st; however,

	the amount can be determined subsequent to the release of the financial statements. A majority vote is also required to remove or change the specific use of a commitment. 4. <u>Assigned Fund Balance</u> - 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. <u>Unassigned Fund Balance</u> - 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. <u>ROLES AND RESPONSIBILITIES</u> 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. <u>OPERATIONAL GUIDELINES</u> To achieve and maintain the above fund balances, the City shall use the following guidelines: 1. <u>Classifying Fund Balance Amounts</u> - Fund balance classifications depict the nature of the net resources that are reported in a governmental fund. An individual governmental fund may include nonspendable resources and amounts that are restricted, committed, or assigned, or any combination of those classifications. The general fund may also include an unassigned amount.
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	2. <u>Prioritization of Fund Balance</u> - When the City incurs an expenditure and both restricted and unrestricted fund balance amounts are available, the City's policy is to first reduce restricted fund balance. 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. <u>Minimum Unassigned Fund Balance</u> - The City will maintain a minimum unassigned fund balance in its General Fund ranging from 20 percent to 25 percent of the subsequent year's budgeted operating expenditures (including other financing uses). This minimum fund balance is to protect against cash flow shortfalls related to timing of projected revenue receipts and to maintain a budget stabilization commitment. 4. <u>Drawdown of Unassigned Fund Balance</u> - When unassigned fund balance exceeds 25 percent of the subsequent year's budgeted expenditures, the City should consider a drawdown of reserves. The use of unassigned fund balance may be transferred to support capital purchases (and reduce borrowing) as part of the annual budget adoption process. It shall never be used to support operating expenses. 5. <u>Replenishing deficiencies</u> - When fund balance falls below the minimum 20 percent, the City Administration will develop a budgetary plan to replenish the fund balance to the established minimum level within five years. Practices may include but not limited to the following: - The city will eliminate the budgeted use of fund balance if said use would reduce fund balance below policy minimums. - 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. - 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. - Utilize repayments on existing interfund loans or advances to other funds (such as TID's and utilities) to increase the unrestricted fund balance in its General Fund to a level that exceeds the minimums established herein.
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	<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	

PURPOSE	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.
POLICY	<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. <i>Governmental Funds</i>

	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. <i>Proprietary Funds</i> 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. <i>Fiduciary/Agency Funds</i> 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.
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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.

	<u>BUDGET TRANSFER</u> 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	

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

		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	<u>AUTHORITY</u> 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. <u>GOALS</u> 1. To encourage open and free competition to the greatest extent possible. 2. To receive maximum value and benefits for each public dollar spent. 3. To ensure that all purchase contracts are made in compliance with federal, state and local laws. 4. To prevent potential waste, fraud, abuse and conflicts of interest in the procurement process. 5. To assure proper approvals are secured prior to the purchase, award of contract and disbursement of public funds. <u>ETHICAL STANDARDS</u> 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 vendors that would give them advantage over other potential contractors or vendors. 5. Personal purchases for employees by the City are prohibited. City employees are also prohibited from using the City's name or the employee's position to obtain special consideration in personal purchases. DEFINITIONS <i>Types of Bidding Process:</i> 1. <u>Request for Bid (RFB)</u> - Commonly used when deliverables are commodities for which there are clear specifications and when price will be the primary determining factor. 2. <u>Request for Information (RFI)</u> - Commonly used to develop lists of qualified sellers and gain more input for resource availability. 3. <u>Request for Proposal (RFP)</u> - 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. <u>Request for Quotation (RFQ)</u> - 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.
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	<i>Types of Employees:</i> 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. <i>Types of Services:</i> 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
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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. <u>Purchasing Oversight</u> – Department heads have the responsibility for procurement within their individual departments. 5. <u>Emergencies</u> – 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. <u>Identical Quotes or Bids</u> – 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. <u>Serial Contracting</u> – 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. <u>Policy Review</u> – This policy may be periodically reviewed by the Administrative Committee. <u>COMPETITIVE PURCHASING</u> 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. <u>Informal Quote and Bid Process</u> - 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. <u>Formal Bid and Request Process</u> - If it is estimated that the service being solicited has a total cost of over \$50,000 or when state statute mandates, a formal RFB or RFP process shall be used to solicit vendor responses. The Department Head shall be responsible for the preparation of all Request specifications, notices and advertising.
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	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
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	proceeds. c) Items purchased by State contract or Cooperative Agreements. d) Purchases paid with grant funds which require specified purchase procedures. e) Professional services and other services that have been established as Long Term Services. f) Purchases under \$25,000 with justifications as identified by a Department Head and approved by the City Administrator. g) For purchases below \$5,000, the bidding/proposal process is waived although the purchaser is expected to compare prices for routine purchases and supplies. The intent is to look for quality and price over convenience, wherever practical. <u>SOLE SOURCE</u> 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.
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COOPERATIVE PURCHASING

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

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

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

PROFESSIONAL & LONG TERM SERVICES

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

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

REVIEW AND AUTHORIZATION OF AGREEMENTS

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

CHANGE ORDERS

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

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

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

BUDGET

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

	<u>PURCHASING AUTHORITY</u> 1. <u>Purchasing Cards</u> – Refer to Policy 304 Credit Card 2. <u>Purchasing Thresholds</u> - The following table indicates final payment authorization for City expenditures. <table border="1" data-bbox="638 472 1380 777"> <thead> <tr> <th>Expenditure Amount</th><th>Authority Classification</th></tr> </thead> <tbody> <tr> <td>\$1 to \$2,500</td><td>General Employees</td></tr> <tr> <td>\$2,501 to \$5,000</td><td>Purchasing Agent</td></tr> <tr> <td>\$5,001 to \$10,000</td><td>Department Head</td></tr> <tr> <td>\$10,001 to \$25,000</td><td>City Administrator</td></tr> <tr> <td>Over \$25,000</td><td>Governing Body</td></tr> </tbody> </table> The Mayor has purchasing authority through use of his or her city-issued purchasing card with a threshold of \$5,000. 3. <u>Emergency Threshold</u> - 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. <u>Petty Cash</u> - 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.	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
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Over \$25,000	Governing Body												
HISTORY													

 BEAVER DAM <i>Life is good here</i>		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 or stolen cards immediately to the Finance Department • Upon registration or termination of duties within the City of Beaver Dam, reconcile all expenditures on his/her card account since the last statement and surrender the card upon termination to their Department Head 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	



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 <i>Life is good here</i>		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. <u>ICE CONTROL PROCEDURES</u> 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.

		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. <u>STREET RENAMING CRITERIA</u> 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



BEAVER DAM
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here

City of Beaver Dam, Wisconsin
City Administrator Office

TO: Operations Committee
FROM: Larry Bierke
SUBJECT: Building Committee Idea

The Issue:

Alder Radke has asked that a building committee be established for the fire station project. If a committee is the desire of the City Council, it is appropriate to adopt a resolution to establish parameters, duties, and membership of said committee. Attached is a draft resolution to help get the conversation started.

Considerations:

Does this item have a financial or budget impact?

No

Recommendation:

Please review the attached resolution and alert staff to changes the committee would like to see.

Attachments:

1. 08.99.26 Building Committee Resolution

RESOLUTION NO. ____-2023

**A RESOLUTION CREATING THE FIRE STATION BUILDING COMMITTEE
AND ASSIGNING RESPONSIBILITIES THEREOF**

WHEREAS, the City of Beaver Dam has identified the need to replace its existing fire stations to ensure safe, efficient, and effective emergency response services for current and future residents;

WHEREAS, the Common Council recognizes that the construction of two new fire stations represents one of the largest capital investments in the City's history and requires careful planning, public engagement, and financial stewardship;

WHEREAS, the Common Council desires to utilize the knowledge and experience of elected officials, City staff, and qualified community members throughout the planning, design, and construction process;

WHEREAS, the Common Council finds that establishing a Fire Station Building Committee will improve communication, provide project oversight, encourage transparency, and promote informed recommendations to the Common Council;

WHEREAS, all final legislative authority regarding appropriations, contracts, borrowing, and other matters reserved by Wisconsin law shall remain with the Common Council except where authority is expressly delegated by this Resolution.

NOW, THEREFORE, BE IT HEREBY RESOLVED that City of Beaver Dam does hereby create the “Fire Station Building Committee” to meet on an as needed basis to execute the City of Beaver Dam’s plan to construct two fire stations in 2028-2029;

BE IT FURTHER RESOLVED that:

1. The Building Committee shall be comprised of eleven (11) members. The Fire Chief or his/her designee shall serve plus one additional Fire Department staff member; the Council President and two additional City Council members shall serve; the Police and Fire Commission shall appoint one member; the Parks and Facilities Director shall serve; the Mayor shall be a member and shall appoint three community residents possessing experience in architecture, engineering, construction management, commercial development, municipal facilities, or another discipline deemed beneficial by the Mayor. Members shall serve without additional compensation. The City Administrator and Fire Chief shall attend all meetings to provide staff support. At the Committee’s first meeting, the committee shall elect a chair.
2. The purpose of the Fire Station Building Committee is to provide oversight, recommendations, and public engagement throughout the planning, design, procurement, and construction of the City’s fire station project while ensuring the project remains consistent with the direction established by the Common Council.

3. The Building Committee shall be tasked with completing the following tasks:
 - a. Review and approve building plans as recommended by City staff and consultants for both stations.
 - b. Generate building estimates and educate the residents of the City of Beaver Dam on the need for buildings, the financial impacts of future debt payments, the cost increases for maintenance and staffing, and hold three informative meetings throughout the community to generate public feedback and awareness. The Committee shall also maintain a project webpage and present project milestones at City Council meetings.
 - c. The Building Committee shall oversee a grant writing campaign to identify, pursue, and recommend grant opportunities and other outside funding sources to reduce the City's capital costs.
 - d. Oversee a request for proposals (RFP) that can be distributed to prospective builders, evaluate RFP responses, interview top builders, and recommend the selection of the construction manager/general contractor to the Common Council.
 - e. Review and approve building plans to consider efficiency of operations, responsiveness, future service needs and expansion, employee comforts, future operational and maintenance expenses, operational durability, technology infrastructure, public safety and security, expansion capability, and renewable energy options.
 - f. During Construction the committee shall monitor project progress, receive monthly construction updates, review budget status, and monitor project schedules.

BE IT FURTHER RESOLVED that as the construction proceeds, the Building Committee may appoint one representative to attend preconstruction and regular construction meetings. Furthermore, the Beaver Dam City Council recognizes that when constructing a building of this magnitude, there will likely be changes to the terms of the construction that may arise via change orders and hereby delegates approval responsibilities as follows: Any change order adding \$50,000 or less shall be approved by the Fire Chief and the City Administrator, any change order adding more than \$50,000, but under \$250,000 may be approved by the Building Committee; and any change order over \$250,000 must be presented to the City Council for approval. A change order that saves money may be approved by the Fire Chief or City Administrator.

BE IT FURTHER RESOLVED that all committee members shall disclose any actual or potential conflicts of interest and that all meetings shall comply with Wisconsin Open Meetings law, and committee records shall be maintained in accordance with applicable public records requirements.

BE IT FURTHER RESOLVED that the Fire Station Building Committee shall considered their responsibility completed and dissolve upon either the completion of all tasks denoted above or once the final building occupancy is granted for the second fire station.

By a vote of: _____ in favor, _____ opposed, and _____ abstain.

Approved: September ___, 2026

Roberta Marck
Mayor

Adopted: September ___, 2026

Tracey Ferron
City Clerk