



City of Beaver Dam, Wisconsin  
Administrative Committee Meeting Minutes  
205 S. Lincoln Ave; Room 113 (Engineering)  
Monday, March 3, 2025  
6:30 PM

1) Call to Order – Roll Call

The meeting of the Administrative Committee was called to order at 6:30 a.m. by Chairperson Zopp. Mayor Marck. Present: Kay Appenfeldt, Kevin Burnett, Frank Ferree, Mick Fischer, Monica Keel, Jack Yuds, Zach Zopp, 7. Absent: , 0. Also present were Kayla Larson, Finance and Jeremy Klug, Utilities.

a) Approval of the February 17, 2025 Meeting Minutes

Motion by Frank Ferree, second by Kevin Burnett, to approve. Motion carried by acclamation.

b) Approval of bills between Feb 14, and Feb 27, 2025 in the amount of \$752,090.89

Motion by Kevin Burnett, second by Zach Zopp, to approve. Motion carried by acclamation with Fischer abstaining.

2) Discussion & Possible Action

a) **Resolution 14-2025** Class B License PAVE 16th Annual Sweet Thanks

Motion by Kay Appenfeldt, second by Kevin Burnett, to approve. The preceding motion passed by the following vote: Ayes: Kay Appenfeldt, Kevin Burnett, Frank Ferree, Mick Fischer, Monica Keel, Jack Yuds, Zach Zopp, 7. Noes: None, 0.

b) Regarding Utility Bill Public Awareness - Payment Options

A discussion was held regarding the upcoming Utility Bill increases. Suggestions were to consider monthly or by-monthly billing cycles. The costs of implementing monthly or bi-monthly billing would significantly increase because of the additional staff and equipment that would be needed. Kayla Larson and Jeremy Klug advised that there would be an insert in the next bill that explains the changes that will be taking place. In addition, it highlights the option of being able to pay bills monthly or automatically.

c) Regarding Procurement Policy Review

Discussion continued on the Procurement Policy, including edits and updates that were suggested at the last meeting. This will now be sent to department heads for their review before coming back to this committee for possible action.

d) Regarding possible items for future agendas (discussion only)

Alderperson Yuds asked to have a discussion regarding trash and recycling and the possibility of putting it back onto the tax bill versus utility bill. Also, he would like to know which properties are owned by the City.

3) Adjourn

Motion by Kevin Burnett, second by Monica Keel, to adjourn. Motion carried by acclamation.  
Chairperson Zopp adjourned the meeting at 7:29 pm.

Respectfully Submitted,

Vicky Orth, Deputy City Clerk