



City of Beaver Dam, Wisconsin
Administrative Committee Meeting Minutes
205 S. Lincoln Ave; Council Chambers
Monday, April 7, 2025
6:30 PM

1) Call to Order – Roll Call

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

Also present were: City Administrator Thiel, Joe Lehner, Police Chief Kreuziger, Mayor Marck and Kayla Larson (Online).

a) Approval of the March 17, 2025 Meeting Minutes

Motion by Kevin Burnett, second by Jack Yuds, to approve. Motion carried by acclamation, with Alderperson Keel abstaining.

b) Approval of bills between Mar 14, and Apr 03, 2025 in the amount of \$2,891,302.58

Motion by Frank Ferree, second by Monica Keel, to approve. Motion carried by acclamation with Alderperson Fischer abstaining.

2) Discussion & Possible Action

a) **RESOLUTION NO. 24-2025** A Resolution Accepting a Small Business Development Grant Agreement from the Wisconsin Economic Development Corporation.

Motion by Kevin Burnett, second by Monica Keel, 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) **RESOLUTION NO. 28-2025** A Resolution to Approve a Temporary Class B License for The Beaver Dam Pepper Festival on September 13, 2025.

Motion by Kay Appenfeldt, second by Jack Yuds, 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.

c) Regarding Review and Update of Financial Policies - Procurement

Motion by Kevin Burnett, second by Zach Zopp, to forward the procurement policy to the Operations Committee. Motion carried by acclamation.

d) Regarding Review and Update of Financial Policies - Debt Service

The committee was OK with having staff review and update the debt service policy and bringing it back to committee with any changes for further discussion and approval.

e) Regarding Reverting Back to the Use of Property Tax to Pay for Garbage Collection Services

Using property taxes to cover the costs of garbage collection services would impact the Tax Levy in order to help fund the expenses. When the City needs to exceed the Tax Levy Limit, it requires that they go to a referendum on that increase in the levy. The only other choice is to cut services. After discussion, it was decided that this should be addressed and discussed annually during the budget process to determine if the garbage collection services can be moved back to the tax roll or not.

f) Regarding a Resolution Establishing a Citywide Pay Grade Salary Schedule and Applying a Job Factor Analysis

Motion by Mick Fischer, second by Zach Zopp, to table until the April 21, 2025, meeting.
Motion carried by acclamation.

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