



City of Beaver Dam, Wisconsin
Administrative Committee Meeting Minutes
205 S. Lincoln Ave; Council Chambers
Monday, April 21, 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: Kevin Burnett, Frank Ferree, Mick Fischer, Monica Keel, Jack Yuds, Zach Zopp, 6. Absent: None. Also present either in person or online were: Administrator Nathan Thiel, Police Chief John Kreuziger, PFC Chairperson Thea O'Conner, Library Administrator Sarah Cournoyer and Finance Manager Kayla Larson.

a) Approval of the April 7, 2025 Meeting Minutes

Motion by Monica Keel, second by Kevin Burnett, to approve. Motion carried by acclamation.

b) Approval of bills between Apr 04, and Apr 17, 2025 in the amount of \$921,511.56.

Motion by Frank Ferree, second by Monica Keel, to approve. Motion carried by acclamation.

2) Discussion & Possible Action

a) Regarding Election of Vice Chairperson of the Administrative Committee for 2025-2026

Motion by Kevin Burnett, second by Monica Keel, to Nominate and Approve Frank Ferree as Vice Chairperson of the Admin Committee. The preceding motion passed by the following vote: Ayes: Kevin Burnett, Mick Fischer, Monica Keel, Jack Yuds, Zach Zopp, 5. Noes: None. Abstained: Frank Ferree, 1.

b) Regarding Comp Time Policy Update

Discussion only, no action at this time.

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

Krueizger, Thiel, and O'Conner provided information regarding what prompted the PFC study on pay grades. This study was done in response to issues with promoting from within; recruiting and retaining quality candidates, and comparing with other communities. After the PFC's study, a committee was formed to work on this type of study for all employees. Questions were raised as to what wage numbers are being used. It was suggested that we get updated numbers to be current with 2025 wages and then review again before sending this on to the council.

Motion by Jack Yuds, second by Mick Fischer, to hold for updated wages. The preceding motion passed by the following vote: Ayes: Kevin Burnett, Frank Ferree, Mick Fischer, Monica Keel, Jack Yuds, Zach Zopp, 6. Noes: None. The intent is to get this information to the Administrative Committee prior to the next scheduled meeting on May 5, 2025.

d) Discussion only regarding possible future agenda items

Aldersperson Fischer acknowledged the financial statement that he received from Larson and that it was very well done. Fischer would like to have this sent to the entire council. He would like to see this statement format discussed at the next meeting.

3) Adjourn

Motion by Kevin Burnett, second by Monica Keel, to adjourn. Motion carried by acclamation. Chairperson Zopp adjourned the meeting at 7:24 pm.

Respectfully Submitted,
Vicky Orth
Deputy City Clerk