



City of Beaver Dam, Wisconsin
Administrative Committee Meeting Minutes
205 S. Lincoln Ave; Council Chambers
Monday, May 5, 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 Zach Zopp. Present: Kevin Burnett, Frank Ferree, Mick Fischer, Monica Keel, Jack Yuds, Zach Zopp, 6. Absent: None. Also in attendance: Finance Manager Kayla Larson, Police Chief John Kreuziger, and other interested employees and guests.

a) Approval of the April 21, 2025 Meeting Minutes

Motion by Monica Keel, second by Jack Yuds, to approve. Motion carried by acclamation.

b) Approval of bills between April 18, and May 01, 2025 in the amount of \$557,011.51

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

2) Discussion & Possible Action

a) **RESOLUTION NO. 37-2025** A Resolution to Approve a Temporary Class "B" Beer License and a Temporary "Class B" Wine License to the Beaver Dam Area Chamber of Commerce for "Taste of Wisconsin" on June 14, 2025

Motion by Kevin Burnett, second by Mick Fischer, to approve. The preceding motion passed by the following vote: Ayes: Kevin Burnett, Frank Ferree, Mick Fischer, Monica Keel, Jack Yuds, Zach Zopp, 6. Noes: None,

b) Regarding Debt Summary Report - Discussion Only

c) Regarding List of City Owned Property - Discussion Only

d) Regarding Public Works Staff Summer Schedule

The committee agreed that the change in hours/shifts for Public Works was appropriate as this is also done in the water utilities department. It was also agreed that these types of decisions can be made at the City Administrator level, and do not need to come through the Administrative Committee for approval.

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

Motion by Kevin Burnett, second by Monica Keel, to approve the Citywide Pay Salary Schedule and send it to Common Council for discussion. The preceding motion passed by the following vote: Ayes: Kevin Burnett, Frank Ferree, Mick Fischer, Monica Keel, Jack Yuds, Zach Zopp, 6. Noes: None.

3) Adjourn

Motion by Kevin Burnett, second by Frank Ferree, to adjourn. Motion carried by acclamation.
Chairperson Zopp adjourned the meeting at 6:50 p.m.

Respectfully Submitted,
Vicky Orth
Deputy City Clerk