



City of Beaver Dam, Wisconsin
Administrative Committee Meeting Minutes
205 S. Lincoln Ave; Council Chambers
Monday, June 2, 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, Christopher Ganske, Monica Keel, Jack Yuds, Zach Zopp, 6. Absent: None. Also present: Police Chief John Kreuziger; Finance Manager Kayla Larson (online), and Jay Shambeau (Innovative Public Advisory).

a) Approval of the May 19, 2025 Meeting Minutes

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

b) Approval of bills between May 16, and May 29, 2025 in the amount of \$654,540.51

Motion by Frank Ferree, second by Jack Yuds, to approve. Motion carried by acclamation.

2) Discussion & Possible Action

a) **RESOLUTION NO. 53-2025** A Resolution Approving multiple updates to the City of Beaver Dam Personnel Handbook

Motion by Kevin Burnett, second by Frank Ferree, to approve. Discussions were held with regard to the changes made. The motion and second were rescinded, and the resolution was tabled for staff to bring back a revision with updates based on changes made by the committee. Motion by Kevin Burnett, second by Frank Ferree, to rescind the motion.

Motion by Kevin Burnett, second by Monica Keel to table until the next meeting.

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

Updates were provided for review and will be brought to the next meeting for approval.

c) Regarding Review and Update of Financial Policies - Fund Balance

A new policy to provide guidance on how fund balance can be used. This policy would be administered by the Administrative Committee. The new policy will be brought back to the Administrative Committee at the next meeting for approval.

3) Items for Future Agendas

4) Adjourn

Motion by Kevin Burnett, second by Monica Keel, to adjourn. Motion carried by acclamation. Chairperson Zopp adjourned the meeting at 7:16 pm.

Respectfully Submitted,
Vicky Orth

Deputy City Clerk