

**City of Beaver Dam, Wisconsin**  
**ADMINISTRATIVE COMMITTEE MEETING MINUTES**  
**Monday, May 18, 2020**

Chairperson Anderson called the meeting to order at 6:30 p.m. Present were Appenfheldt, Burnett, Fischer, Freeby, Henriksen and Shelton. Also present for all or part of the meeting were Mayor Glewen, Maryann Schacht, Dan Doyle, John Neumann, Bill Schwartz (Inter-Quest) and Kelly Lepple (Thirsty Beaver).

After presentation and discussion of same, motion by Burnett, second by Shelton to approve the minutes from May 4, 2020. Carried by acclamation.

Chairperson Anderson asked for nominations for Administrative Committee Vice Chairperson. Motion by Henriksen, second by Burnett to nominate Jaclyn Shelton as Administrative Committee Vice Chairperson. Anderson asked for any further nominations and none were made. Motion by Henriksen, second by Burnett to close nominations and cast a unanimous ballot for Jaclyn Shelton as Administrative Committee Vice Chairperson. Carried by acclamation.

Discussion regarding the meeting start time. Committee meetings will begin at 6:30 p.m. unless lack of meeting content permits a later start.

Director of Administration Bloom updated the committee on COVID-19 budget impacts. Expenses to date are approximately \$10,000 and most elections-related. We do not anticipate major impacts to the 2020 budget, but we are anticipating 2021 budget impacts due to potential cuts to state aids.

City Attorney Schacht updated the committee on the beekeeping ordinance and conversations she had with Mr. Liverseed. The committee directed staff to place this item on a future 2020 agenda to address fees and enforcement.

Discussion on mailing absentee ballot applications to registered voters in the City of Beaver Dam. The committee directed staff to provide options and cost estimates associated with mailing absentee ballot applications. This agenda item will be revisited at the June 15, 2020 committee meeting.

Motion by Henriksen, second by Shelton to recommend approval of Resolution 61-2020 related to a contract for City Hall and Fire Department phone system and network replacement. Bloom advised the committee that the current phone system and certain network components were obsolete and no longer supported. Bill Schwartz from Inter-Quest was available for questions from the committee. Chairperson Anderson expressed concerns about the bids received and asked questions related to phone system functionality. Alderperson Fischer called to question. A vote was taken, and the motion passed with 6 in favor and 1 against.

The 2020 CIP funding update was postponed to the June 1, 2020 committee meeting.

After presentation and discussion of same, motion by Shelton, second by Burnett to recommend approval of Resolution 36-2020 (Amended by State of Wisconsin) authorizing submission of an application for a WEDC CDI Grant. Carried by acclamation.

After presentation and discussion of same, motion by Fischer, second by Burnett to recommend approval of Resolution 62-2020 granting a Class “B” License for the sale of Intoxicating Liquor and a Class “B” License for the sale of Fermented Malt Beverages for Thirsty Beaver. Carried by acclamation.

After presentation and discussion of same, motion by Fischer, second by Burnett to recommend approval of Resolution 63-2020 granting a Tavern Dance License at Thirsty Beaver. Carried by acclamation.

After presentation and discussion of same, motion by Appenfeldt, second by Burnett to recommend approval of Resolution 64-2020 hiring Andrew Howland for the position of Custodian/Facility Maintenance. Motion passed with 6 in favor and 1 against.

After presentation and discussion of same, motion by Shelton, second by Burnett to recommend approval of Resolution 65-2020 granting beverage operator license 258. Carried by acclamation.

Discussion on future agenda items related to beekeeping ordinance (to be brought back in late summer), 2020 CIP funding update, mailing absentee ballot applications, and discussion of an ATV ordinance.

Motion by Henriksen, second by Shelton to adjourn the meeting at 7:30 p.m. Carried by acclamation.

**Recording Secretary:**

**Zachary Bloom, Director of Administration/City Clerk**