

**City of Beaver Dam, Wisconsin**  
**ADMINISTRATIVE COMMITTEE MEETING MINUTES**  
**Monday, June 1, 2020**

Chairperson Anderson called the meeting to order at 7:00 p.m. Present were Appenfeldt, Burnett, Fischer, Freeby, and Shelton. Alderperson Hendriksen was absent. Also present for all or part of the meeting were Maryann Schacht and Zak Bloom.

After presentation and discussion of same, motion by Burnett, second by Shelton to approve the minutes from May 18, 2020. Carried by acclamation.

Director of Administration Bloom presented a memo from the Wisconsin Elections Commission regarding a recent decision for the State of Wisconsin to facilitate mailing and processing of absentee ballot applications for the November 2020 election. With this news, the committee directed staff not to prepare a cost analysis of mailing absentee ballot applications for the August 2020 election.

Bloom presented a summary of the 2020 CIP funding. The CIP borrowing will be \$6,668,600. We will also borrow \$550,000 to fund acquisition of the Frank Property and consider refinancing 2010 general obligation debt totaling \$4,465,000. Carol Wirth will be at the June 15, 2020 Administrative Committee meeting to present the borrowing.

After presentation and discussion of same, motion by Burnett, second by Shelton to approve the taxi licenses. Carried by acclamation.

After presentation and discussion of same, motion by Appenfeldt, second by Burnett to recommend approval of Resolution 68-2020 hiring Kayla Larson as Deputy City Treasurer. Carried by acclamation.

Discussion on invoices scheduled for Council approval. Freeby asked about the property tax refund to Birds Eye Foods in the amount of \$218,524. Bloom explained that Birds Eye Foods appealed to the State of Wisconsin Tax Appeals Commission regarding their property assessment for 2018 and 2019. The Tax Appeals Commission settled with Birds Eye and lowered their assessment by \$4.3M in 2018 and \$5.1M in 2019. The City's share is \$91,581 but we are required to refund the total amount to Birds Eye. The other taxing jurisdictions have until February 28, 2021 to reimburse the city for their respective share.

Motion by Burnett, second by Fischer to adjourn the meeting at 7:22 p.m. Carried by acclamation.

**Recording Secretary:**

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