

**City of Beaver Dam, Wisconsin**  
**ADMINISTRATIVE COMMITTEE MEETING MINUTES**  
**Monday, December 7, 2020**

Chairperson Anderson called the meeting to order at 6:02 p.m. via conference call. Present were alderpersons Appenfeldt, Burnett, Freeby, Henriksen and Shelton. Also present for all or part of the meeting were Maryann Schacht, Jana Stephens, Mitesh Patel from MND Hospitality, LLC, and Zak Bloom.

After presentation and discussion of same, motion by Henriksen, second by Burnett to approve the minutes from November 16, 2020. Carried by acclamation.

After presentation and discussion of same, motion by Burnett, second by Henriksen to recommend approval of Resolution 140-2020 to adopt the Dodge County All Hazards Mitigation Plan. Carried by acclamation.

After presentation and discussion of same, motion by Burnett, second by Shelton to recommend approval of Resolution 141-2020 granting a Class "B"/Class B License to MND Hospitality, LLC, d/b/a AmericInn Beaver Dam. Carried by acclamation.

After presentation and discussion of same, motion by Burnett, second by Henriksen to recommend approval of Resolution 142-2020 granting Beverage Operator Licenses 180 through 182. Carried by acclamation.

Jana Stephens, Community Activities and Services Department Administrator, presented proposed changes to the Senior Center Advisory Committee Bylaws. Most of the changes were made to update the bylaws to current day operations. After discussion of same, motion by Shelton, second by Burnett to approve changes as presented. Carried by acclamation.

Director of Administration Bloom presented a one-time request to exceed the vacation carryover policy due to COVID-19. The request is to increase the vacation carryover to 80 hours, eliminate the June 30 usage deadline, and to authorize the Mayor and Director of Administration to approve the requests on a case-by-case basis based on individual and departmental circumstances. After discussion of same, motion by Appenfeldt, second by Burnett to approve the request as presented. Carried by acclamation.

Aldersperson Fischer joined the meeting at 6:28 p.m.

City Attorney Schacht presented updated draft beekeeping ordinance information. Mason bees have been added to the ordinance, the committee reached consensus on a permit fee of \$50 and permit expiration one year from date of issuance. After discussion of same, motion by Burnett, second by Freeby to forward the revised ordinance to Council for approval. Carried by acclamation.

Director of Administration Bloom presented a five-year lookback and five-year projection of the proposed changes to the debt policy. The projection included a \$6,000,000 annual debt issue to fund the

CIP from 2021-2025. Based on the projection, the city would comply with the proposed debt policy revisions – total outstanding debt less than 65% of the statutory limit and total annual debt service less than 25% of total budgeted operating and maintenance expenses. A resolution to approve the proposed debt policy revisions will be considered at the December 21, 2020 Administrative Committee meeting.

Under items for future meeting agendas, alderperson Burnett asked for discussion on regulation of food trucks.

Motion by Burnett, second by Henriksen to adjourn the meeting at 6:58 p.m. Carried by acclamation.

**Recording Secretary: Zachary Bloom, Director of Administration/City Clerk**