

City of Beaver Dam, Wisconsin
ADMINISTRATIVE COMMITTEE MEETING MINUTES
Monday, October 18, 2021

Chairperson Shelton called the meeting to order at 6:01 p.m. Present were alderpersons Anderson, Appenfeldt, Burnett, Freeby, Nelson, and Zopp. Also present for all or part of the meeting were Maryann Schacht, Zak Bloom, Alderperson Jack Yuds, Linda Yuds, Mayor Rebecca Glewen, John Kreuziger, Michael Wesle, Jana Stephens, Alderperson Mike Wissell, and Craig Warmbold.

Motion by Burnett, second by Freeby to approve the minutes from October 4, 2021. Carried by acclamation.

Motion by Zopp, second by Freeby to recommend approval of Resolution 112-2021 approving a ward plan for the City of Beaver Dam. Bloom informed the committee about the redistricting process, the compressed schedule due to the delay in Census data availability, and a change to 14 Aldermanic Districts and 24 Wards as part of the proposed plan. The proposed plan complies with redistricting principles of equal population, contiguous wards, and compact wards. After discussion, the motion was approved by the following roll call vote: **Ayes: Anderson, Appenfeldt, Burnett, Freeby, Nelson, Shelton, and Zopp, 7. Noes: None.**

After presentation and discussion of same, motion by Appenfeldt, second by Burnett to recommend approval of Resolution 113-2021 appropriating a donation from Reed Chrysler-Dodge-Jeep to the Fire Department. The motion was approved by the following roll call vote: **Ayes: Anderson, Appenfeldt, Burnett, Freeby, Nelson, Shelton, and Zopp, 7. Noes: None.**

After presentation and discussion of same, motion by Burnett, second by Nelson to recommend approval of Resolution 114-2021 approving a Temporary Class B License to St. Vincent De Paul Society of Dodge County for Home Harvest Festival on October 23, 2021. The motion was approved by the following roll call vote: **Ayes: Anderson, Appenfeldt, Burnett, Freeby, Nelson, Shelton, and Zopp, 7. Noes: None.**

Schacht and Stephens presented a Special Event Policy Manual that was recently developed with input from all department heads. The manual provides event planners and hosts with a comprehensive list of application forms, policies and related materials involved in the city's review and approval process. A resolution approving the Special Event Policy Manual will be presented at the November 1, 2021, Administrative Committee meeting for consideration.

Bloom provided the committee with an alcohol licensing presentation covering when licenses are required, the classes and types of licenses issued in the city, and statutory and local quotas.

Mayor Glewen requested the use of ARPA Local Fiscal Recovery Funds (ARPA) to cover costs associated with grant application submissions. The city would apply for grants that would assist low to moderate income populations, pandemic recovery, and mitigating impacts of future pandemics. Grant funds received could complement potential future projects that are eligible expenditures of the city's \$1.72M of ARPA funds. The committee reached consensus to allow the use of ARPA funds to cover costs associated with grant application submissions and asked for a monthly accounting of ARPA funds going forward.

Chairperson Shelton lead a discussion related to the search for the next Director of Administration/City Administrator and the role the Administrative Committee should play in the process. Mayor Glewen distributed materials related to promotions that were already planned as part of the transition process, and a proposal from GovHR USA and GovTemps USA for recruitment services. The Mayor proposed spending \$22,500 to hire GovHR USA to lead the recruitment process for the next Director of Administration/City Administrator. Discussion continued but consensus was not reached on the proposal.

Motion by Burnett, second by Nelson to adjourn the meeting at 7:38 p.m. Carried by acclamation.

Submitted by:
Zachary Bloom
Recording Secretary