

**City of Beaver Dam, Wisconsin**  
**ADMINISTRATIVE COMMITTEE**  
**MEETING MINUTES**  
**Monday, May 2, 2022**

Chairperson **Zopp** called the meeting to order at 6:03 p.m. Present were Alderpersons **Appenfeldt, Burnett, Fischer, Marck, Shelton, Wissell** and **Zopp**. Also present for all or part of the meeting were Larry Konapacki – City Attorney/Stafford Rosenbaum, Mayor Glewen, Lee Szymborski – GovHR (via Zoom), Randall Frank, owner/agent for Dragon’s Den Lounge, LLC, other interested parties in person and via Zoom.

Motion by **Burnett**, second by **Shelton**, to approve the minutes from April 18, 2022, carried by acclamation, with one abstention (Wissell).

Motion by **Wissell**, second by **Burnett**, to nominate **Shelton** as Vice-Chair, carried by acclamation.

After presentation of same, motion by **Shelton**, second by **Wissell**, to approve a resolution hiring Sheila Schumann as an Account Clerk II in the Finance Department. Said motion was approved by the following roll call vote: **Ayes: Appenfeldt, Burnett, Fischer, Marck, Shelton, Wissell, Zopp, 7. Noes: None.**

After presentation of same, motion by **Shelton**, second by **Burnett**, to approve a resolution granting a Class B/Class B Alcohol License to Dragons Den Lounge, LLC., at 126 South Spring Street. Owner/Agent Randall Frank appeared to give an overview of the establishment and answer questions by the committee. He confirmed that the establishment will comply with any and all inspections before the license is issued, and also understands that no sales may occur until he is in possession of the license. Said motion was approved by the following roll call vote: **Ayes: Appenfeldt, Burnett, Fischer, Marck, Shelton, Wissell, Zopp, 7. Noes: None.**

After presentation of same, motion by **Burnett**, second by **Shelton**, to approve a resolution granting a Tavern Dance License to Dragons Den, LLC, at 126 South Spring Street. Said motion was approved by the following roll call vote: **Ayes: Appenfeldt, Burnett, Fischer, Marck, Shelton, Wissell, Zopp, 7. Noes: None.**

After presentation of same, motion by **Appenfeldt**, second by **Wissell**, to approve a resolution approving the contract with GovTempsHR, LLC., for the hiring of John Somers as Finance Consultant. It was clarified that the current contract expires May 13, so a new one was drafted extending the expiration date up to May 31, 2023. This could be terminated sooner if the City Administrator is hired and settled into the position. Said motion was approved by the following roll call vote: **Ayes: Appenfeldt, Burnett, Fischer, Marck, Shelton, Wissell, Zopp, 7. Noes: None.**

Jeff Davidson from Interquest appeared to update the Committee regarding the services they provide to the City. This includes security software and monitoring and services as needed. Any emails coming in with the old email address will continue to be delivered with no interruption in service. There is no sunset date on this, as the City would have to make the decision to put an end date on the old domain addresses. Questions and comments were offered regarding some of the technology in the Council Chambers.

Discussion was held on the recruitment process update for the City Administrator with Lee Szymborski appearing. It is noted that the position description is scheduled to be acted on by the

Common Council this evening. Discussion continued among the Committee. It was determined that Lee should begin the advertisement/recruitment for this position. The Committee will discuss and possibly approve the hiring protocol at the next meeting.

Mayor Glewen appeared to update the group on ARPA funds and other grants. The City was not able to come to an agreement with the property owner on Madison Street to create a park in that location, so that funding will go to another community. The City will receive \$1.4 million to assist in part of Madison Street reconstruction and \$400,000 on Currie Street reconstruction.

There were no questions regarding invoices for tonight's Council meeting. It is noted that the invoices appear at Council, so there is a question as to whether this item needs to continue to be on the Administrative Committee agenda. This has historically been on both Administrative and Operations agendas. It was suggested that any questions regarding invoices be directed at Department Heads prior to meetings. It was decided that this would stay on the agenda until further notice.

Fischer would like an organizational chart for the City. It was noted that there is a draft organizational chart that Zak Bloom created. There is an error on it regarding the mayor and council but it is a good first draft.

Motion by **Burnett**, second by **Shelton**, to adjourn at 7:25 p.m., carried by acclamation.

Submitted by:  
Tracey M. Ferron  
Recording Secretary