

City of Beaver Dam, Wisconsin
ADMINISTRATIVE COMMITTEE
MEETING MINUTES
Monday, May 16, 2022

Chairperson **Zopp** called the meeting to order at 6:30 p.m. Present were Alderpersons **Appenfeldt, Burnett, Fischer, Wissell, Zopp**. Alderpersons Marck and Shelton were absent and excused. Also present for all or part of the meeting were Larry Konapacki – City Attorney/Stafford Rosenbaum, Dan Mulhern-DPW Supervisor, Sarah Cournoyer-Library Administrator and Tracy Propst-Executive Director of the Beaver Dam Area Chamber of Commerce.

After presentation and discussion of same, motion by **Wissell**, second by **Appenfeldt**, to approve the hiring of Anthony Warden, as Skilled Laborer for the Department of Public Works, by the following roll call vote: **Ayes: Appenfeldt, Burnett, Fischer, Wissell, Zopp, 5. Noes: None.**

After presentation and discussion of same, motion by **Wissell**, second by **Appenfeldt**, to approve the hiring of Thomas Quest, as Licensed Electrical Lead for the Department of Public Works, by the following roll call vote: **Ayes: Appenfeldt, Burnett, Fischer, Wissell, Zopp, 5. Noes: None.**

Motion by **Wissell**, second by **Fischer**, to approve the minutes from May 2, 2022, carried by acclamation.

After presentation of same, motion by **Appenfeldt**, second by **Fischer**, to approve a resolution granting a Temporary Class “B” License to Beaver Dam Area Chamber of Commerce, for Taste of Wisconsin, by the following roll call vote: **Ayes: Appenfeldt, Burnett, Fischer, Wissell, Zopp, 5. Noes: None.**

After presentation of same, motion by **Fischer**, second by **Burnett**, to approve a resolution granting a Temporary Class “B” License to Beaver Dam Area Chamber of Commerce, for Beaver Dam Pepper Festival, by the following roll call vote: **Ayes: Appenfeldt, Burnett, Fischer, Wissell, Zopp, 5. Noes: None.**

After presentation of same, motion by **Burnett**, second by **Wissell**, to approve a resolution authorizing miscellaneous receivable charge-offs by the following roll call vote: **Ayes: Appenfeldt, Burnett, Fischer, Wissell, Zopp, 5. Noes: None.**

After presentation and discussion of same, motion by **Appenfeldt**, second by **Wissell**, to approve the hiring of Samantha Jones, as the Youth Services Librarian, by the following roll call vote: **Ayes: Appenfeldt, Burnett, Fischer, Wissell, Zopp, 5. Noes: None.**

Discussion on the recruiting process for a City Administrator was held.

It was decided, by acclamation, that a subcommittee of the Administrative Committee would be in charge of screening and interviewing candidates for this position. This subcommittee, along with Mayor Glewen, Tracy Propst, Trent Campbell and Mark Distefano, if they are willing to participate again, will handle the interviewing. **Fischer** and **Burnett** noted that they may not always be available for night meetings and have opted out of the subcommittee.

The subcommittee will meet with GovHR in closed session to handle the initial screening and deciding on who will be interviewed.

After interviews, the subcommittee will report to the entire Administrative Committee. The Administrative Committee will then debrief Department Heads before a final candidate is presented to Common Council.

Motion by **Burnett**, second by **Fischer**, to approve recruiting process for a City Administrator, as discussed, by the following roll call vote: **Ayes: Appenfeldt, Burnett, Fischer, Wissell, Zopp, 5. Noes: None.**

After presentation and discussion of same, motion by **Burnett**, second by **Appenfeldt**, to approve \$400,00 from the American Rescue Plan Act (ARPA) funds to the existing Downtown Façade Improvement Plan, by the following roll call vote: **Ayes: Appenfeldt, Burnett, Wissell, Zopp, 4. Noes: Fischer, 1.**

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

Submitted by:
Tracey M. Ferron
Recording Secretary