

**City of Beaver Dam, Wisconsin**  
**ADMINISTRATIVE COMMITTEE**  
**MEETING MINUTES**  
**Monday, June 20, 2022**

Chairperson **Zopp** called the meeting to order at 6:00 p.m. Present were Alderpersons **Appenfeldt, Burnett, Fischer, Marck, Shelton, Wissell, Zopp**. Also present for all or part of the meeting were Mayor Rebecca Glewen, Larry Konopacki – City Attorney/Stafford Rosenbaum, Derek Panches – Stafford/Rosenbaum, Kayla Larson, John Somers, Mayor Glewen, Tracy Propst, Trent Campbell, Rob Minnema, members of the media and public.

Motion by **Shelton**, second by **Burnett**, to approve the minutes from June 6, 2022, carried by acclamation.

Tracy Propst, Executive Director of the Beaver Dam Area Chamber of Commerce, appeared to update the Committee. The Community Development Manager resigned, so the Chamber is now working toward evolving this position into a full-time Mainstreet Manager. As the investment from the City is already established, the Chamber will be looking at remaining funding sources for this position. Propst will continue to keep the Committee updated.

Atty. Konopacki appeared to update the group on the promotion of the Utilities Foreman to Director of Utilities (DOU) effective July 9. The resolution wording was updated prior to the meeting to reflect the Committee recommendation to the Mayor, along with Council confirmation per city ordinances, but the intent and result of the resolution remain the same. He also noted that options, other than making this recommendation along with Council approval, would involve posting and/or recruiting for this position. Motion by **Wissell**, second by **Marck** to make a recommendation to the Mayor to appoint Jeremy Klug as Director of Utilities, effective July 9, 2022, approved by the following roll call vote: **Ayes: Appenfeldt, Burnett, Fischer, Marck, Shelton, Wissell, Zopp, 7. Noes: None.** Rob Minnema, current DOU, will be leaving the City for a new opportunity after 32 years of service and the committee thanked him for his service.

Motion by **Wissell**, second by **Burnett**, to confirm the subcommittee to be involved in the hiring process for the City Administrator. These individuals have committed to the extra time and meetings this will entail. The subcommittee consisting of Zopp, Appenfeldt, Marck and Wissell were approved by the following roll call vote: **Ayes: Appenfeldt, Burnett, Fischer, Marck, Shelton, Wissell, Zopp. Noes: None.** Alderpersons not on the committee will be invited to attend meetings. It was noted that a resolution stating the same will be removed from the Council Agenda after it was determined that this did not need full council approval. The first meeting of the subcommittee will be Thursday, June 23 at 6 p.m. in Council Chambers. This is anticipated being a closed-session meeting. Before exiting the meeting to attend the Operations Committee meeting, Konopacki introduced Derek Panches from Stafford/Rosenbaum.

Mayor Glewen appeared to discuss the possible recommendation of a resolution to approve \$350,000 in ARPA funds to be placed into the Downtown Façade Improvement program. Comments and questions from committee members were heard. Motion by **Appenfeldt**, second by **Burnett**, to recommend the approval of a resolution to approve \$350,000 in ARPA funds approved by the following roll call vote: **Ayes: Appenfeldt, Burnett, Marck, Shelton, Wissell, Zopp, 6. Noes: Fischer, 1.**

Motion by **Shelton**, second by **Zopp**, to approve a slate of 3 “Temporary Class B” licenses to AM Kiwanis for Family Day in the Park on June 26, Best Dam Fest on July 9 and New Beginnings Homeless Shelter of Dodge County for Muted on August 6, carried by acclamation.

There were no invoice questions.

Items for future agendas were presented. It was requested that the “Committee of Jurisdiction” be determined regarding any possible future changes or updates related to ATV/UTV use in the City.

Motion by **Burnett**, second by **Shelton**, to adjourn at 6:40 p.m., carried by acclamation.

Submitted by:  
Tracey M. Ferron  
Recording Secretary