



5621 Town Hall Road, Delavan, Wisconsin 53115
(262) 728-3471 - FAX (262) 728-3473
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Office Hours: M – F, 8:30 AM – 4:30 PM

Administrative Committee Meeting Agenda **REVISED**

The Town of Delavan Administrative Committee will hold its monthly Meeting on **Monday, September 8th, 2025 at 4:00 pm at Delavan Town Hall, 5621 Town Hall Rd, Delavan.** **Call-in option is available: 425-436-6389 Code: 437479.**

- 1) Call to order
- 2) Roll Call
- 3) Declaration of quorum for doing business
- 4) Approval of Agenda
- 5) Approval of Minutes of the Administrative Committee meeting of August 4th, 2025
- 6) Communications
 - a. Formal complaint from Kristine Kirchoff
- 7) Comments and suggestions of citizens present regarding Items on the Agenda. Citizens' comments are limited to three (3) minutes.
- 8) Old Business:
 - a. Discussion/possible recommendation: Code Enforcement Report
 - a. Update on discussion with attorney on abatement actions
 - b. Discussion/possible recommendation: Committee structure
 - a. Edits of Town minutes requested by Leah Flitcroft
 - c. Discussion/possible recommendation: Status of Town Strategic Plan
- 9) New Business:
 - a. Discussion/possible recommendation: FOP Reserve Liquor License
 - b. Discussion/possible recommendation: Request by JB262-1 LLC for a refund for Room Tax that was paid twice
 - c. Discussion/possible recommendation: Committee/Treasurer approval of STR Renewals
 - d. Discussion/possible recommendation: STR hotline complaint re: 2305 Cedar Point Dr
 - e. Discussion/possible recommendation: **New Short-Term Rental**

1614 Beckman Dr	Jeff Glowacki
4495 South Shore Dr	Patrick Maher

- f. Discussion/possible recommendation: **Short-Term Rental Renewals**

128 Sunnyside Ct	Melba Batista
1405 Lincoln Ave	Dennis Sears
186 Inlet Shore Dr	Brian Brantner
2017 Almond Dr	Jay Korbitter
3259 Chicago Club Dr	Frederick Fritsch
2202 North Shore Dr	Jeff Glowacki
4305 South Shore Dr	Molly Nicia

10) Discussion/possible recommendation: Bills to approve

11) Comments and Suggestions of Citizens present regarding items not on the agenda. Citizens' comments are limited to three (3) minutes.

12) Date of Next Meeting – Monday, October 6th, 2025, at Town Hall, 4:00 PM or possibly postponement

13) Adjournment

Date: September 8th, 2025

Committee Members:

Bill Thummel – Chair (voting)
Leah Flitcroft – Co-Chair (voting)
John Olson – Administrator (voting)
Michele Starin – Clerk (voting)

Joy Schnupp – Citizen Member (voting)
Lloyd Kuehn – Citizen Member (voting)
Darlene Stark – Treasurer (voting)
Allison Schwark – Code Enforcement (non-voting)

A quorum of the Town Board may be present

The agenda may be posted at any two of the following places: Town Hall, www.townofdelavan.com, FNBT, Lakefront Mobil, Maxi One and Piggly Wiggly Copies: Committee Members, Town Board, Delavan Enterprise, and Janesville Gazette. Any person who has a qualifying disability as defined by the American with Disabilities act that requires the meeting or the materials at the meeting to be in an accessible location or format must contact the Town of Delavan, 5621 Town Hall Road, Delavan Wisconsin at least twenty-four hours prior to the commencement of the meeting so that necessary arrangements can be made to accommodate the request.

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