

Administrative Committee Minutes

Monday, September 8, 2025

1. Meeting was called to order by Chair Thummel at 4:00
2. Roll call- Lloyd was absent and excused all others present
3. A quorum was present for doing business
4. Approval of Agenda was made by Michele/ John
5. Approval of the minutes of the Aug 4 meeting was made by Leah/ Darlene
6. Communications-
 - a. Formal complaint made by Kristine Kirchoff about noise at B&B. We will be referring to this and all formal complaints to the Board for now on.
7. Comments and suggestions of citizen's present- none
8. Old Business-
 - a. Code Enforcement report- Allison provided a physical report to the committee. Most notable was that 10 properties have come into compliance recently. No update on the abatement currently. It was brought to our attention that we may have to investigate a special inspection warrant as it looks like someone may be living in a camper on the Hwy 50 property.
 - b. Committee structure- the board approved leaving the committees structure as they are currently. Leah's statement will be entered into the record as an addition to the minutes of the board meeting if approved by the board.
 - c. Town Strategic Plan- no update
9. New Business-
 - a. FOP reserve liquor license- Michele will make arrangements with Agent Dorn at the state and our Attorney to set up a special meeting to address the license and what the possibilities of FOP obtaining a reserve license might entail.
 - b. Request for a refund for room tax by JB262-1 LLC. The room tax was accidentally paid twice, through VRBO and through the renter separately. We are allowing a refund to be issued in the amount of \$1,419.51. Motion made by Bill/ Michele
 - c. Committee/ Treasurer approvals of STR Renewals- Motion was made to allow Darlene to approve STR renewals as long as a background came back clean from the PD. Motion made by Michele/ Bill.
 - d. STR complaint 2305 Cedar Point Dr-Trespassing-police were called. We will pass it along to the county so they are aware and can follow up.

- e. New STR-
 - i. 1614 Beckman Dr Glowacki
 - ii. 4495 S Shore Dr Maher
- f. STR renewals
 - i. 128 Sunnyside Ct Batista
 - ii. 1405 Lincoln Ave. Sears
 - iii. 185 Inlet Shore Dr Brantner
 - iv. 2017 Almond Dr Korbitter
 - v. 3259 Chicago Club Dr Fritsch
 - vi. 2202 N Shore Dr Glowacki
 - vii. 4305 S Shore DR Nicia

All short term rentals, New and Renewals were approved by Darlene/ Bill.

10. Bills to be paid were approved and signed.

11. Comments and suggestions of citizens present- none

12. Date of next meeting- Monday Oct 6, 2025, at 4:00.

13. Meeting was adjourned at 4:40pm motion made by Leah/ Joy.

Oct 3, 2025

LF