

Administrative Committee Minutes

Monday October 6, 2025

1. Meeting called to order by Chair Thummel at 4:11 pm
2. Roll call- all present
3. A quorum for doing business was declared
4. Agenda was approved Motion made by Lloyd/ Joy
5. Approval of Minute of Sept 8 meeting Motion made by Michele/ Leah
6. Communications:
 - a. An email from Walworth County Code Enforcement gave directions that we should continue to have renters or owners contact police if there are laws being broken, contact Walworth County Code enforcement for other complaints, and contact the Register of Deeds office for easement questions or concerns.
 - b. A list of STR properties not registered were passed to Code Enforcement.
7. Comments and Suggestions: none
8. Old Business:
 - a. A physical copy of property was given to the committee.
 - b. Abatement actions- no update. She now has 30 days to comply
 - c. On Dec 2 there will be a special meeting with DOR to discuss FOP obtaining a reserve liquor license
 - d. Our ordinance needs to be amended so that the language is clear that our Clerk, Treasurer, and Administrator can approve STR renewals.
9. New Business:
 - a. Cancel Revenu STR contract- Motion was made by Leah/ Lloyd
 - b. Renegotiate Municipal Code Enforcement Contract for 2026. Discussion was made that if town employees' wages increased by a certain percentage that would echo the increase for Code Enforcement. Motion made to approve this by Leah/ Joy
 - c. Tax Bill insert updates were provided by Darlene
 - d. CC rewards to pay for Employee luncheon and recognition gifts
 - e. 50-page updated Employee Handbook- legal has ok'd. Waiting for board approval
 - f. Website update proposals- We have acquired two quotes to update our town website. \$5000 from Town Web and \$9500 from Revise. Motion was made to recommend the Town Web update for \$5000. Leah/ Bill

g. New Short-Term Rental

- i. 3467 S Shore Dr Kerry Finkel motion made by Darlene/ Bill to approve

h. Short Term Rental Renewal

- i. 1520 Beckman Dr Blutarsky LLC approved by Darlene/ Lloyd

10. Bills were approved and paid

11. Comments and Suggestions: none

12. Date of next meeting is Monday, November 3, 2025, at Town Hall 4:00pm

13. Meeting was adjourned at 5:02 Motion made by Lloyd/ Leah

Date: Oct 27, 2025 L Flitcroft