



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

The Town of Delavan Administrative Committee will hold its monthly Meeting on **Monday, November 3rd, 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 October 6th, 2025
- 6) Communications
 - a.
- 7) Comments and suggestions of citizens present regarding Items on the Agenda. Citizens' comments are limited to three (3) minutes.
- 8) New Business:
 - a. Discussion/possible recommendation: Short Term Rentals
 - b. Discussion/possible recommendation: Request for 2 STR fees to be waived
 - c. Discussion/possible recommendation: Golf Cart/ATV registration
 - d. Discussion/possible recommendation: Employee Holiday Gift cards with credit card points
- 9) Old Business:
 - a. Discussion/possible recommendation: Code Enforcement Report
 - a. Update on discussion with attorney on abatement actions
 - b. Discussion/possible recommendation: Status of Town Strategic Plan
 - c. Discussion/possible recommendation: FOP Reserve Liquor License and upcoming meeting with DOR
 - a. December 2nd
 - d. Discussion/possible recommendation: Amend ordinance to enable Clerk and Treasurer to approve STR renewals
 - e. Discussion/possible recommendation; Re-negotiate Municipal Code Enforcement contract for 2026 with hourly increase to match Town employee increases
 - f. Discussion/possible recommendation: 2025 tax bill insert updates
 - g. Discussion/possible recommendation: Employee Handbook
- 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, December 1st, 2025, at Town Hall, 4:00 PM or possibly postponement
- 13) Adjournment

Date: October 30th, 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. 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.

The Town of Delavan is an Equal Opportunity Employer