



5621 Town Hall Road, Delavan, Wisconsin 53115
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Office Hours: M – F, 8:30 AM – 4:30 PM

Special Administrative Committee Meeting Minutes

The Town of Delavan Administrative Committee held a Special Meeting on **Tuesday, 2nd , 2026 at 1:00 pm at Delavan Town Hall, 5621 Town Hall Rd, Delavan.**

- 1) Call to order
 - a. Thummel called to order at 1:05pm
- 2) Roll Call
 - a. All present. Flitcroft and Schnupp excused
- 3) Declaration of quorum for doing business
 - a. Thummel declared a quorum
- 4) Approval of Agenda
 - a. Kuehn moved, Starin second, motion carried.
- 5) Communications
 - a. None
- 6) Comments and suggestions of citizens present regarding Items on the Agenda. Citizens' comments are limited to three (3) minutes.
 - a. None
- 7) New Business:
 - a. Discussion/possible recommendation: Possible reserve liquor license application by Friends of the Park/Boxed and Burlap with review by WI DOR;
 - i. Ashley Schnering (Special Agent, Bureau of Enforcement, Division of Alcohol and Beverages) and Holly McManus in attendance. Discussion about intention of Friends of the Park (FOP) to obtain a reserve liquor license in order to enable Boxed & Burlap to operate as event manager to include sale and retail distribution of alcohol for leased events at Waters Edge. Various scenarios were reviewed and Schnering outlined that the best option would be:
 1. Town applies for/obtains a Public Facility Permit, AT105 (sp?). This is the document which connects the Town with FOP.
 2. FOP applies for/obtains a Class "B" fermented beverage license from the Town. There is no limit to how many the Town can issue. Premises must be carefully defined.
 3. Once obtained, FOP applies for/obtains a liquor license from the State (sec. 125.51(10), Wis. Stats.).
 4. FOP must purchase from a wholesaler and maintain receipts for 2 years.
 5. B&B would provide licensed bartenders
 - b. Discussion/possible recommendation: New STR licenses:
 - i. 3799 South Shore Dr Anil Singhal – Not reviewed as records were not complete.
 - i. 2301 Cedar Point Dr Nancy Devine – Stark moved to approve, Kuehn second, no discussion, all in favor, motion carried.
- 8) Comments and Suggestions of Citizens present regarding items not on the agenda. Citizens' comments are limited to three (3) minutes.

a. None

9) Date of Next Meeting – Monday, January 5th , 2026 , at Town Hall, 4:00 PM or possibly postponement

10) Adjournment

Date: December 9th , 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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