5621 Town Hall Road, Delavan, Wisconsin 53115
(262) 728-3471 - FAX (262) 728-3473
Email: bthummel@townofdelavan.com
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, January 12th , 2026 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 November 2nd, 2025 and Special Administrative Committee meeting of December 2, 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) 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: ATV/Golf cart registration

9) New Business:
   a. Discussion/possible recommendation: Short-Term Rental Ordinance Amendment
   b. Discussion/possible recommendation: Mass Resident Communication
   c. Discussion/possible recommendation: Charge fee to issue tax payment refund
   d. Discussion/possible recommendation: New renter for billboard facing HWY 50
   e. Discussion/possible recommendation: New short-term rental
      i. Anil Singhal 3799 South Shore drive
   f. Discussion/possible recommendation: Short term rental renewal
      i. Angel Carbajal 2690 Theatre Road
   g. Discussion/possible recommendation: Town application for Facility Permit as first step in possible liquor license to Friends of the Park

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, February 2nd , 2026 , at Town Hall, 4:00 PM or possibly postponement

13) Adjournment

Date: January 9th , 2026

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.

The Town of Delavan is an Equal Opportunity Employer