

Administrative Committee Minutes

Monday, February 2, 2026

- 1) Meeting was called to order by Chair Thummel at 4pm
- 2) All members present
- 3) A quorum was declared
- 4) Agenda was approved by Lloyd seconded by Leah- Supervisor Thummel asked to please switch items 8f and 8a to address Tap House first.
- 5) Approval of minutes of January 12 meeting was made by Lloyd seconded by Darlene
- 6) Communications- none
- 7) Comments and suggestions of citizens present- Town Chair Knipper was present and asked that item 8a (Update on the occupancy permit and opening date of Delavan Tap House) be placed on the Town Board Agenda and if Clerk Starin could please have all important dates and timeline available to the board.
- 8) Old business
 - a. Dave and Sarah from Delavan Tap House were present as well as our building inspector Joe Messler to help us understand what is done and when it can be open for business. Joe pointed out that they could be very close to opening but that there are a few things that need to be done with county permits and those permits haven't been applied for yet. At the time of the meeting, Dave and Sarah felt they could have occupancy by Mon Feb 16 and be open for business by Wednesday April 1. Their attendance was requested at the Town Board meeting where we will ask legal council what actions are available to the town as we are frustrated with the lack of urgency and communication.
 - b. A new short-term rental ordinance will be recommended to the board to adopt. Motion made by Bill seconded by Lloyd
 - c. The use of Town sites for mass communication in emergencies was tabled until our new town website is active.
 - d. Chair Thummel updated the committee that he will make some calls and begin moving through the appropriate channels to obtain a Facility Permit as that is the first step in getting a liquor license.
 - e. No update from Public Works on estimate for painting and lighting the billboard on Hwy 50/ County F yet. It was mentioned that we also have a sign at Kirkpatrick Park that could be a potential advertising opportunity and Leah will bring it up at Park and Tour.
 - f. All the deadlines for the Gasser properties have expired and Allison is just waiting for nicer weather to see what needs to be cleaned up.

- 9) Charge for background checks through DOJ- the committee had decided to reach out to legal to help us decide who should get full background checks and then we will decide what to charge for those checks. We felt it best to look at ordinances and see what Steve felt about operators, agents and auxiliary agents all getting those checks.
- 10) We had no bills to approve
- 11) We needed to look at where we went over budget and explanations will be given to Finance Committee at that meeting next month.
- 12) Comments and Suggestions- none
- 13) Date of next meeting is Monday March 2, 2026, at 4 pm at Town Hall
- 14) Adjourned by Lloyd and seconded by Bill

L. Flitcroft 2/24/2026