

Administrative Committee Minutes

Monday, May 4, 2026, 4pm at Town Hall

- 1) Meeting called to order at 4pm
- 2) All members were present except Joy who was excused
- 3) A quorum for doing business was declared
- 4) Lloyd made a motion to approve the agenda Leah seconded with an edit on the date of the meeting to May 4th
- 5) Lloyd made a motion to approve the minutes of the April 6th meeting Michele seconded
- 6) Communications- none
- 7) Comments and suggestions of citizens present- none
- 8) Old business:
 - a. Code enforcement report
 - i. Abatement actions- Allison has received two quotes from companies to finish the cleanup and removal of junk on the two Gasser properties. One quote from MacMeon and Sons for \$1,825 and verbal quote of \$8,000 from a different company. Still awaiting a quote from Bigelow. Lloyd made a motion to recommend the two bids to the Town Board and award the lowest bid. Leah seconded
 - b. Use of town sites for mass communications in the event of an emergency- we will wait until our new website is up and running.
 - c. Charge for background checks through DOJ on Operators/Auxiliary Questionnaire/ Agents. The legal recommendation is to do it on all of the above. We will revisit this next year when we do renewals again.
- 9) New Business:
 - a. Operator license 2026 Application and denial parameters- Bill made the motion to adopt the new application that Michele and Liz created but with one edit. Lloyd seconded
 - b. Delavan Tap House- After lengthy discussions and many extensions for this business we asked legal how to proceed since the April 30th date that the Tap House chose to be their “open for business” date has come and gone. It was explained by attorney Koch that a resident of the municipality would have to make a sworn statement/complaint. If the complainant is a board member, that person could not be a part of the hearing, rather they would have to testify at the hearing. The owner would then be served and have to attend a

board hearing. The hearing is scheduled 3-10 days from the time they are served. At the hearing the owner and the complainant state their cases to the board and the board then decide to either suspend, revoke (if this happens the owner cannot re-apply for 12 months) or do nothing.

It was also explained that all liquor licenses are up for renewal in June. If a complaint or sworn statement is not given by a resident, the committee could recommend not approving the renewal. The board would then do an evidentiary hearing at the next board meeting. The board could choose to renew or not. If the board does not approve renewal, the license expires effectively as of that meeting.

Chair Mary Knipper attended the meeting and stated for the record her concerns and frustrations about the repeated delays and missed deadlines. She noted that the board has always taken compliance and fairness seriously especially in relation to other businesses that are held to established timelines and requirements. Both the board and committee have been very patient even though many deadlines have expired and there has been a lack of communication on the part of Delavan Tap House. There is serious concern that the DTH isn't taking their expired extensions and deadlines seriously. The board has an obligation to be consistent and transparent but to also hold DTH accountable for their lack of compliance. Committee Chair Thummel asked the representative from DTH if she understood the actions that could be taken very soon, and she stated that it was understood.

10) The bills to be paid were approved

11) Admin Budget- we will have to note that building inspector fees will go up for next year.

12) Comments and suggestions- none

13) Date of next meeting- Monday June 1st, 2026, Town Hall 4pm

14) Lloyd made a motion to adjourn Leah seconded

L. Flitcroft

5/4/2026