



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

Finance Committee Meeting Minutes

The Town of Delavan Finance Committee held a Meeting on **Wednesday, March 4th, 2026, 4:00pm at Delavan Town Hall, 5621 Town Hall Rd, Delavan.**

- 1) Call to order – **4:03 pm**
- 2) Roll Call – **all present. (Nixdorf & Hartlaub via zoom)**
- 3) Declaration of quorum for doing business
- 4) Approval of Agenda – **motion to approve by Starin, seconded by Hartlaub, motion carried.**
- 5) Approval of Minutes of October 24th, 2025 meeting – motion to approve by Thummel, seconded by Hartlaub/Starin, motion carried.
- 6) Communications
 - a. Email from Ben Nixdorf re: amending budget before audit – **Ben expressed concerns over the one year note. John Olson will check with auditor**
- 7) Comments and suggestions of citizens present regarding Items on the Agenda. Citizens' comments limited to three (3) minutes. - None
- 8) New Business:
 - 1.) Review of 2025 year end results – **Auditor suggested the Town adjust 2025-year end based on actual results through an amendment. Identify items that are not in Town control, and data showing why the budget is over based on each department's reporting. Use the unknown/unexpected 2025 budget increases when looking at 2027 budget.**

Expenses Identified:

General Fund

- a. Town Hall Office Expenses: Approved Budget - \$381,765, Amended Budget - \$470,938 due to additional Room Tax Revenue received
- b. Misc. Expenses: Approved Budget - \$209,700, Amended Budget - \$223,948 due to additional Mobile Home Tax Revenue and Workers Comp Audit reimbursement
- c. Professional Services: Approved Budget - \$101,550, Amended Budget - \$139,156 due to additional Legal, Audit, and Assessment services needed
- d. Mechanic Operating Expenses: Approved Budget - \$73,800, Amended Budget - \$83,767 due to additional Insurance Recovery Revenue
- e. Park Dept. Expenses: Approved Budget - \$127,522, Amended Budget - \$141,957 due to additional Boat Launch Revenue
- f. Plan Commission Expenses: Approved Budget - \$13,500, Amended Budget - \$20,666 due to additional Plan Commission Revenue
- g. Building Inspector Expenses: Approved Budget - \$112,000, Amended Budget - \$124,248 due to additional Building Inspection Revenue
- h. Code Enforcement: Approved Budget - \$42,900, Amended Budget - \$44,887 due to additional enforcement services necessary

Capital Project Fund

- a. Park Capital Improvements: Approved Budget - \$0, Amended Budget - \$273,363 due to unanticipated projects – Parking Lot Paving, Waters Edge Keyless Door Entry System
 - b. Office Capital: Approved Budget - \$6,250, Amended Budget - \$6,575 due to additional office computer expense
 - c. Police Capital: Approved Budget - \$0, Amended Budget - \$7,893 due to additional Squad Car equipment, Cell Phone upgrades, and Police Dept. Badges
 - d. Fire/Rescue Capital: Approved Budget - \$0, Amended Budget - \$18,718 due to an additional 4 Laptops, Bedslide, 3 Glidescopes, and Lucas Machine
 - e. Highway Capital: Approved Budget - \$0, Amended Budget - \$201,058 due to additional Inlet Roads repair, Fiber Patch, and Saw
2. Discussion of possible 2027 Budget process – **Bill presented the 2027 TOD Budget Planning Process timeline for review by committee members.**
- 9) Old Business: **Tom Thiele discussed the communication he had with Walworth County regarding the storm siren at Bailey Road which has not functioned for approximately 2 years. The cost to update the current siren is \$33,000. The County will pay \$9,000 leaving the Town responsible for \$24,000, plus maintenance of the pole/siren.**
- 10) Comments and Suggestions of Citizens regarding items not on the agenda. Citizens' comments limited to three (3) minutes.
- 11) Date of Meeting – TBD
- 12) Adjournment – **motion to adjourn made by Hartlaub, seconded by Stark.**

Minutes prepared by Mary Pat O'Connor
on March 15, 2026

Bill Thummel – Chair (voting)
Mary Pat O'Connor – Co-Chair (voting)
John Olson – Administrator (non-voting)
Michele Starin – Clerk (voting)

Committee Members:

Ben Nixdorf – Citizen Member (voting)
Jerry Hartlaub – Citizen Member (voting)
Darlene Stark – Treasurer (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.

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