



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, July 6th, 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 June 1st, 2026
- 6) Communications
 - a. None
- 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 abatement actions
 - b. Discussion/possible recommendation: Use robocall technology for mass communication in emergencies (tabled until new town website is operational)
- 9) New Business:
 - a. Discussion/possible recommendation: STR complaint at 1927 Lakeview Dr
 - b. Discussion/possible recommendation: Operator License Ordinance Amendment
 - c. Discussion/possible recommendation: Employee Recognition Lunch
 - d. Discussion/possible recommendation: Date for September Meeting
 - e. Discussion/possible recommendation: New Short Term Rentals
 - i. 4133 Dutch Mill Rd. - Elizabeth Vance
- 10) Discussion/possible recommendation: Bills to approve
- 11) Discussion/possible recommendation: Admin Budget
- 12) Comments and Suggestions of Citizens present regarding items not on the agenda. Citizens' comments are limited to three (3) minutes.
- 13) Date of Next Meeting – Monday, July 6, 2026 at Town Hall, 4:00 PM or possibly postponement
- 14) Adjournment

Date: July 1st, 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)

***NOTE: A quorum of the members of the Town Board who are not also Committee members may be in attendance to gather information and participate in discussion about an issue over which they have decision making ability. This may constitute a meeting of the Town Board pursuant to State ex. Re. Badke v. Greenfield Village Board 173 Wis. 2d 553, 494 NoW.2d 408 (1993), and must be noticed as such even though the Town Board will take no formal action at this meeting. This meeting must be noticed appropriately and is intended to comply with the requirements of Badke and the Wisconsin Open Meetings Law.”

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.

Legally posted at: Town Hall, www.townofdelavan.com

Courtesy postings at the following businesses: Bank First, Lakefront Mobil, Maxi One, and Piggly Wiggly.