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Office Hours: M - F, 8:30 AM - 4:30 PM

MINUTES

Town of Delavan Special Board Meeting

May 18, 2026

The Special Town Board meeting was called to order by Knipper at 10:30am at Town Hall.

ROLL CALL

Present: Chair Mary Knipper, Supervisor Leah Flitcroft, and Supervisor Mary Pat O'Connor. Supervisors Thummel and Charvat were excused.

Also present: Town Administrator John Olson, and City Administrator Nick Griffin (call-in).

DECLARATION OF QUORUM

Chair Knipper declared a Quorum for the meeting.

COMMENTS AND SUGGESTIONS OF CITIZENS REGARDING AGENDA ITEMS

None

NEW BUSINESS

Town Landscaping Services:

Following Kathy Schmitt's retirement, the Town Board received 3 proposals (City of Delavan, Kruger Landscaping, and Thelen Landscaping) for landscaping services for 2026. The Town of Delavan will provide the selected contractor the use of a watering truck. And all flowers, plants, mulch, and needed supply will be provided by the Town. 20 weeks of weekly maintenance is estimated to be needed through the rest of 2026.

1. City of Delavan – Start up work defined as initial work done in each flower bed, including planting, first pruning, first weeding, and general clean-up - \$1728
-Weekly maintenance defined as watering, weeding, pruning, and general clean-up - \$729/week for 20 weeks or \$14,580. This rate could be reduced up to 30% if mulch is applied to the beds reducing watering and weeding demand.
-Transportation - \$1-2000 for City transportation to/from the Town for providing the services.
Total: \$18,308 approx.

2. Kruger Landscaping – Initial Cleanup defined as Cutback, clean up and spraying of weeds - \$1870
-Planting 140 perennials and grasses are recommended. This includes initial installation and 3 follow-up waterings - \$2285
-Mulching the remaining beds (approx. 4300sf) with wood chips provided by the Town using approx. 21 yards - \$1063
-Weekly maintenance of planting beds, including weeding, spraying, and seasonal pruning - \$869/week for 20 weeks or \$17,380
Total: \$22,598 approx.

3. Thelen Landscaping – Spring Cleanup defined as cleanup and removal of twigs and debris, leaves, and dead plants. Weeding and mulching beds and planting flowers in beds - \$6740
-Bed Maintenance Weekly defined as weeding beds and cutting back any bushes and flowers as needed. Watering plants as needed. Maintenance service planned weekly for the growing season, for an estimated 20 weeks or approx. \$747/week or \$14,934.

Total: \$21,674

Motion by Flitcroft and seconded by O'Connor to approve the City of Delavan IGA proposal to not exceed \$18,000. All ayes, motion carried 3-0. Motion by Flitcroft and seconded by Knipper to approve the Kruger Landscaping proposal to not exceed \$23,000 if the City Council denies the proposed IGA at the 5-19-2026 City Council meeting. All ayes, motion carried 3-0.

Thanks to all who responded and submitted proposals.

ADJOURNMENT

Motion by Knipper and seconded by Flitcroft to adjourn at 11:20am. All ayes, motion carried 3-0.