



5621 Town Hall Road, Delavan, Wisconsin 53115
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Email: clerk@townofdelavan.com
Office Hours: M - F, 8:30 AM - 4:30 PM

MINUTES

Town of Delavan Town Board

August 12, 2025

The Town Board meeting was called to order by Knipper at 6:00 PM at Town Hall.

ROLL CALL

Present: Chair Mary Knipper, Supervisor Bill Thummel, Supervisor Leah Flitcroft, Supervisor Hugh Charvat, Supervisor Mary Pat O'Connor

Also present: Town Administrator John Olson, Attorney Steve Koch, Police Chief Stefanie Adams, Fire Chief Jamie Jarosz, Public Works Manager Tom Thiele, Clerk Michele Starin, Treasurer Darlene Stark; other interested persons.

DECLARATION OF QUORUM

Chair Knipper declared a Quorum for the meeting.

APPROVAL OF AGENDA

**Motion Flitcroft, Second Charvat to approve the agenda, motion carried 5-0. **

APPROVAL OF THE MINUTES

** Motion Charvat, Second Knipper to approve minutes for the Town Board Meeting of June 10, 2025, motion carried 5-0 **

** Motion Flitcroft, Second Charvat to approve minutes for the Special Board Meeting of August 7, 2025, motion carried 5-0 **

COMMUNICATIONS

Knipper – Walworth County Lakes Association's annual meeting will be August 16, topic is fisheries. The Lake Leaders Institute has recognized both Adam and Charlie Handel.

Olson – The Hwy 50 project informational meeting is next week here at the Town Hall.

COMMENTS AND SUGGESTIONS OF CITIZENS PRESENT REGARDING ITEMS ON THE AGENDA

None

TREASURERS REPORT

Total General Funds \$2,189,389.65

Total Lake Project Funds \$636,647.84

**Motion Knipper, Second Charvat to place the Treasurers report on file at the town, motion carried 5-0. **

**Motion Charvat, Second O'Connor to approve the payments in the journal from July 11, 2025 to August 8, 2025, motion carried 5-0. **

COMMITTEE REPORTS

All Committee and Town Reports are on file in the Clerk's Office

DELAN-DAIRN SCHOOLS REPORT

None

OLD BUSINESS:

None

NEW BUSINESS

Application by David Schachtner, 4120 Wildwood Dr., (FD3200052) for Variances to allow the tear down of the existing home and garage and construction of a new single-family home

**Motion Charvat, second Knipper to approve the application by David Schachtner, 4120 Wildwood Dr., (FD3200052) for Variances to allow the tear down of the existing home and garage and construction of a new single-family home, motion carried 5-0. **

Application by Robert Bertucci, 1612 Monroe Ave., (FDLA00208C) for a Variance to allow the removal of the existing front porch and construction of a new roofed front porch

**Motion Flitcroft, second Knipper to approve the application by Robert Bertucci, 1612 Monroe Ave., (FDLA00208C) for a Variance to allow the removal of the existing front porch and construction of a new roofed front porch, motion carried 5-0. **

Community Park Paving Bid Award – Wolf Paving \$249,894

**Motion Flitcroft, second Charvat to approve the Community Park Paving Bid to Wolf Paving for \$249,894, to be paid out of capital, motion carried 5-0. **

Carryover Vacation Policy

**Motion Thummel, second Charvat to approve the Carryover Vacation Policy, motion carried 5-0. **

8/1 Insurance Renewal - \$213,772

**Motion Charvat, second O'Connor to approve the 8/1 Insurance Renewal - \$213,772, motion carried 5-0. **

First National Bank & Trust-Bank First Banking Services Agreement

**Motion Thummel, second Charvat to approve the First National Bank & Trust-Bank First Banking Services Agreement, motion carried 5-0. **

Inlet Roads Change Order #1 - \$56,400

**Motion Knipper, second Thummel to Inlet Roads Change Order #1 - \$56,400, motion carried 5-0. **

Private Road Maintenance

**Motion Knipper, second Thummel to table the discussion of the private road maintenance options available to the Town of Delavan to the call of the Chair, motion carried 5-0. **

Budget/Capital Budget Planning

Thummel went over the capital budget that was discussed in the finance meeting.

Committee Structures

**Motion Knipper, second Charvat to continue to use the ordinances for committee membership and structure to remain as currently in place, motion carried 4-1. ** Attached is a statement submitted by Flitcroft after the meeting adjourned.

COMMENTS AND SUGGESTIONS OF CITIZENS PRESENT

None

**Motion Knipper, second by Charvat to adjourn at 7:31pm, motion carried 5-0. **

DATE AND TIME OF NEXT REGULAR MEETING

September 09, 2025, at 6:00pm

Convene into Closed Session per WI Stat.19.85 (1)(g) to confer with legal counsel who is giving written or oral advice about strategy to be adopted in litigation in which the governmental body is likely to be involved. TOPIC: John Marion Lattimore III Notice of Claim

ROLL CALL

Present: Chair Mary Knipper, Supervisor Bill Thummel, Supervisor Leah Flitcroft, Supervisor Hugh Charvat, Supervisor Mary Pat O'Connor

Also present: Town Administrator John Olson, Attorney Steve Koch, Police Chief Stefanie Adams.

RECONVENE INTO OPEN SESSION

John Marion Lattimore III Notice of Claim

Motion by Knipper and seconded by Flitcroft to reconvene into Open Session at 7:50pm. Roll Call vote: 5-0.

Motion by Flitcroft and seconded by O Connor to disallow the John Marion Lattimore III Claim and request Attorney Koch to notify the claimant. All ayes, motion carried 5-0.

Motion by Knipper and seconded by Flitcroft to adjourn at 7:55pm. All ayes, motion carried 5-0.

Submitted by Clerk Starin

Recording on file at the Clerk's office

Board Members and Administrator,

I would like my position on last night's vote regarding committee structure to be placed on record. While I am willing to respect the outcome of the board's decision, I firmly disagree on maintaining nonresident department heads, subordinates, and employees as voting members on our committees. I believe our voting rights should be reserved for our residents and taxpayers to ensure that the voices of those who directly fund and live in our community remain central to our governance.

I would also like to note that the legal opinion shared in the committee meeting was significantly different than the one in last night's board meeting. This change was not addressed, and several individuals present at both meetings- who heard the initial opinion firsthand -did not speak up to clarify this point. I find that disappointing.

My intention in documenting this is to ensure that should this come up in the future, there is clear record of my concerns. I remain committed to supporting structures that are transparent, avoid conflicts of interest, and reflect what is best for our residents.

Respectfully,

Leah Flitcroft

Town Supervisor