



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

November 11, 2025

The Town Board meeting was called to order by Knipper at 6:34 PM at Town Hall.

ROLL CALL

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

Absent: Supervisor Bill Thummel

Also present: Town Administrator John Olson, Attorney Steven Koch, Police Chief Stefanie Adams, Assistant Fire Chief Jeff Flitcroft, 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 4-0. **

APPROVAL OF THE MINUTES

** Motion Charvat, Second Knipper to approve minutes for the Town Board Meeting of October 14, 2025, Special Board Meeting of November 3, 2025 motion carried 4-0 **

COMMUNICATIONS

Olson – mentioned the email received this morning from James Rasmussen.

COMMENTS AND SUGGESTIONS OF CITIZENS PRESENT REGARDING ITEMS ON THE AGENDA

George Hubner, 4202 Central Blvd, Delavan – spoke out against voting for 12a and request that they clean up their big brush pile.

Peter Jergens – spoke in favor and on behalf of Delavan Lake Enterprises LLC.

TREASURERS REPORT

Total General Funds \$2,983,594.16

Total Lake Project Funds \$643,767.41

**Motion Knipper, Second Flitcroft to place the Treasurers report on file at the town, motion carried 4-0. **

**Motion Knipper, Second O'Connor to approve the payments in the journal from October 10, 2025 to November 7, 2025, motion carried 4-0. **

COMMITTEE REPORTS

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

OLD BUSINESS:

None

NEW BUSINESS

Application by Browns Service, 3808 South Shore Dr., (FD3200119) for a Conditional Use Permit to allow construction of a 60' X 190' Golf Cart Storage building.

O'Connor spoke before the motion that Browns Service has agreed to the Plan Commissions conditions, compliance with the Town Lighting Ordinance, no outdoor storage, hours of operation shall be Monday-Friday 7:00am to 5:00pm

**Motion O'Connor, second Flitcroft to approve the application by Browns Service, 3808 South Shore Dr., (FD3200119) for a Conditional Use Permit to allow construction of a 60' X 190' Golf Cart Storage building, motion carried 4-0. **

Application by Delavan Lake Enterprises LLC, 5020 STH 50, (FD2500002) for a Conditional Use Permit to allow construction of a 200' X 60' Boat Storage building and to allow Boat Storage in 2 existing buildings.

**Motion O'Connor, second Knipper to approve the application by Delavan Lake Enterprises LLC, 5020 STH 50, (FD2500002) for a Conditional Use Permit to allow construction of a 200' X 60' Boat Storage building and to allow Boat Storage in 2 existing buildings with the conditions of this permit to be Compliance with the Town Lighting Ordinance, No outside lighting, No outdoor storage, No boat sales, Hours of operation shall be every day 7:00am to 5:00pm., motion carried 4-0. **

Application by South Shore Storage LLC, 3714 South Shore Dr., (FHO00001) for a post-construction Side Yard Setback Variance of .3' (3-4") to allow a building to remain in its current location.

**Motion Knipper, second Charvat to approve the application by South Shore Storage LLC, 3714 South Shore Dr., (FHO00001) for a post-construction Side Yard Setback Variance of .3' (3-4") to allow a building to remain in its current location, motion carried 4-0. **

Application by James & Misty Quinn, 3711 Amos Rd., (FD30001) for a Certified Survey Map to create a new buildable lot.

**Motion Knipper, second Charvat to approve and recommend to the City of Elkhorn ETZ, the application by James & Misty Quinn, 3711 Amos Rd., (FD30001) for a Certified Survey Map to create a new buildable lot, motion carried 4-0. **

Community Park Bench Donation by the Lions Club

**Motion Flitcroft, second Charvat to accept the Community Park Bench Donation by the Lions Club, motion carried 4-0. **

Memorandum of Understanding by FOP to Town to fund the Community Park Drainage Improvements Design Engineering - \$16K

Community Park Drainage Improvements Design Engineering Proposal by Baxter & Woodman - \$16,000

**Motion Charvat, second O'Connor to table the discussion on item 12f Memorandum of Understanding by FOP to Town to fund the Community Park Drainage Improvements Design Engineering - \$16K and 12g Community Park Drainage Improvements Design Engineering Proposal by Baxter & Woodman - \$16,000, motion carried 4-0. **

Emergency Services Reimbursement – Ordinance #443

**Chair Knipper made a motion to dispense with the first reading of Ordinance #443 emergency services reimbursement and move onto the second reading with a Second by Supervisor Charvat, motion carried 4-0. Chair Knipper made a motion to dispense with the second reading and adopt Ordinance #443 emergency services reimbursement with a Second by Supervisor Charvat, motion carried 4-0. **

False Alarm Response Charges – Ordinance #444

**Chair Knipper made a motion to dispense with the first reading of Ordinance #444 an ordinance amending section 9.06(8)(a)(i) & (ii) of the Town of Delavan relating to penalties for non-intentional false alarm charges and move onto the second reading with a Second by Supervisor Flitcroft, motion carried 4-0. Chair Knipper made a motion to dispense with the second reading and adopt Ordinance #444 an ordinance amending section 9.06(8)(a)(i) & (ii) of the Town of Delavan relating to penalties for non-intentional false alarm charges with a Second by Supervisor Charvat, motion carried 4-0. **

Employee Handbook

*Motion Flitcroft, second Knipper to approve the changes as discussed and listed to the Employee Handbook, motion carried 4-0. *

Police Union Representation Change – Resolution #11-2025

**Supervisor Flitcroft made a motion to dispense with the first reading of Resolution #11-2025 a resolution recognizing the change of bargaining unit representation for the town of Delavan Professional Police Association and move onto the second reading with a second by Chair Knipper, motion carried 4-0. Supervisor Flitcroft made a motion to dispense with the second reading and adopt Resolution #11-2025 a resolution recognizing the change of bargaining unit representation for the town of Delavan Professional Police Association with a Second by Chair Knipper, motion carried 4-0. **

COMMENTS AND SUGGESTIONS OF CITIZENS PRESENT

George Hubner, 4202 Central Blvd, Delavan – Spoke about Goluski fishing.

DATE AND TIME OF THE NEXT REGULAR MEETING

December 09, 2025, at 6:00pm

**Motion Charvat, second by Flitcroft to adjourn at 7:30pm, motion carried 4-0. **

Submitted by Clerk Starin

Recording on file at the Clerk's office