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Email: clerk@townofdelavan.com
Office Hours: M – F, 8:30 AM – 4:30 PM

MINUTES

Town of Delavan Town Board

December 09, 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 Leah Flitcroft, Supervisor Mary Pat O'Connor, Supervisor Hugh Charvat, Supervisor Bill Thummel
Also present: Town Administrator John Olson, Attorney Steven Koch, Police Chief Stefanie Adams, Fire Chief Jamie Jarosz, 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 Flitcroft, Second Knipper to approve minutes for the Town Board Meeting of November 11, 2025, motion carried 5-0 **

COMMUNICATIONS

None

COMMENTS AND SUGGESTIONS OF CITIZENS PRESENT REGARDING ITEMS ON THE AGENDA

Glen Dickow, 2502 Rockford Colony Ln, Delavan – Spoke regarding the Delavan Lake Survey and he would like a session with the board.

TREASURERS REPORT

Total General Funds $2,826,192.70
Total Lake Project Funds $645,820.10
**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 November 7, 2025 to December 5, 2025, motion carried 5-0. **

COMMITTEE REPORTS

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

OLD BUSINESS:

None

NEW BUSINESS

Delavan Lake Citizen Survey

Knipper spoke about what format dos the Town Board want to provide a response. After much discussion everyone agreed they would plan a special board meeting for May to go over the survey.

Shores of Delavan Lake Phase 1 Roads acceptance and Letter of Credit Reduction
**Motion O'Connor, second Tummel to accept the roads of Phase 1 of the Shores of Delavan Lake subject to the items in the letter dated December 3rd 2025, provided by Baxter & Woodman for the following conditions:*

- *Provide final unconditional lien waivers from the contractors and sub-contractors for the materials and installation of all public improvements tuned over and dedicated to the Town.*
- *Provide a written 18-month warranty and a 5% warranty bond.*
- *Pay Town engineering and legal expenses associated with this development.*
- *Revise the December 1, 2025 letter stating that the agreed upon chip sealing will be done per Town standards. motion carried 5-0. **

Memorandum of Understanding by FOP to Town to fund the Community Park Drainage Improvements Design Engineering - $16K
**Motion Charvat, second O'Connor to accept the Memorandum of Understanding with FOP with the understanding that the language in the last paragraph, last sentence, first page "Planned completion of the project would be as soon as is practical in 2026 or 2027 depending on capital limitations by the Town.", motion carried 4-0. ** Thummel recused himself

Community Park Drainage Improvements Design Engineering proposal by Baxter & Woodman - $16K
**Motion Charvat, second Flitcroft to approve the Community Park Drainage Improvements Design as submitted by Baxter & Woodman for about $16,000. contingent upon FOP agreeing to body language in the prior memorandum, motion carried 5-0. **

Air Packs - $260K
**Motion Thummel, second Knipper to approve the purchase of Air Packs for $254,868. the money is in the 2026 capital plan, motion carried 5-0. **

Ladder Truck - $1,994,735
**Motion Thummel, second O'Connor to approve the ordering of the new Tower Ladder Truck in the amount of $1,994,735, the funding is estimated to part of the 2028 and would be incorporated in the new debt issuance for years 2028, 2029, and 2030, motion carried 5-0. **

City of Elkhorn EMS Mutual Aid Agreement for 2026
**Motion Thummel, second Knipper that we accept and approve the City of Elkhorn EMS Mutual Aid Agreement for 2026, motion carried 5-0. **

Police Budget Amendment – Resolution #13-2025
**Supervisor Charvat made a motion to dispense with the first reading of Resolution #13-2025 a resolution a budget amendment resolution authorizing a transfer from community service officer wages to police supplies and move onto the second reading with a second by Supervisor Flitcroft, motion carried 5-0. Supervisor Charvat made a motion to dispense with the second reading and adopt Resolution #13-2025 a budget amendment resolution authorizing a transfer from community service officer wages to police supplies with a second by Supervisor Flitcroft, motion carried 5-0. **

Authorization of the Police Department to solicit estimates and purchase 2 new police squads to not exceed $45K/squad
**Motion Charvat, second Flitcroft to authorize the Police Department to purchase 2 new police squads to not exceed $45K/squad from Kunes, these are currently in the capital budget for 2026, motion carried 5-0. **

Approve a $10K increase in 2026 Police Capital expense to contract with a 3rd party squad equipment upfitter
**Motion Charvat, second Thummel to approve the Police Chief, once the vehicles are received, to provide them to an upfitter to have them outfitted for duty, with the understanding that the cost of the 2 vehicles combined with the cost to purchase price is not to exceed $160K, motion carried 5-0. **

Rifle & Pistol Optics - $7361
**Motion Charvat, second O'Connor to approve the Police Department purchase of the Rifle & Pistol Optics for $7361, motion carried 5-0. **

Employee Handbook Knives Policy Reconsideration
*Motion Knipper, second Charvat to approve the changes to the Employee Handbook dated October 20, 2025, motion carried 5-0. *

$314,469 Delavan Lake Fund transfer to the General Fund or forgive the $314,469 balance owed to the General Fund. The "transfer" decreases the Lake Fund FB and the "forgiveness" decreases the General Fund FB
**Motion Knipper, second Thummel to approve the Delavan Lake Fund transfer to the General Fund of $314,469, motion carried 5-0. **

2026 & 2027 Eligible Poll Workers
**Motion Knipper, second Charvat to approve 2026 & 2027 Eligible Poll Workers for the Town of Delavan, motion carried 5-0. **

COMMENTS AND SUGGESTIONS OF CITIZENS PRESENT
None

DATE AND TIME OF THE REGULAR MEETING
January 13, 2026, at 6:00pm

Convene into Closed Session per WI Stat.19.85 (1)(c) when considering employment, promotion, compensation, or performance evaluation of an employee. Topic: Administrator Performance Evaluation

ROLL CALL
Present: Chair Mary Knipper, Supervisor Bill Thummel, Supervisor Leah Flitcroft, Supervisor Hugh Charvat, Supervisor Mary Pat O'Connor
**Motion Knipper, second by Charvat to go into closed session at 7:45pm, motion carried 5-0. **

Board reconvened into Open Session at 8:10pm. 1.) Each Board Member will complete a Performance Evaluation, 2.) Each Board Member will make a base compensation recommendation to the Town Chair, 3.) Each Board Member will recommend the effective year of 2026 or 2027 for any compensation adjustment to the Town Chair, and 4.) Each Board Member will review and make any recommended changes to the Employment Agreement to the Town Chair.

**Motion Knipper, second by Thummel to adjourn at 8:15pm, motion carried 5-0. **

Submitted by Clerk Starin
Recording on file at the Clerk's office