



5621 Town Hall Road, Delavan, Wisconsin 53115
(262) 728-3471 - FAX (262) 728-3473
Email: clerk@townofdelavan.com
Office Hours: M - F, 8:30 AM - 4:30 PM

MINUTES

Town of Delavan Town Board

January 13, 2026,

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 Charvat, Second O'Connor to approve the agenda, motion carried 5-0. **

APPROVAL OF THE MINUTES

** Motion Flitcroft, Second Charvat to approve minutes for the Town Board Meeting of December 9, 2025, motion carried 5-0 **

COMMUNICATIONS

Olson – mentioned the Mechanic's job ad will be posted on the website and in the Enterprise.

COMMENTS AND SUGGESTIONS OF CITIZENS PRESENT REGARDING ITEMS ON THE AGENDA

None

TREASURERS REPORT

Total General Funds \$10,731,402.21

Total Lake Project Funds \$330,208.89

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

**Motion Thummel, Second Charvat to approve the payments in the journal from December 5, 2025 to January 9, 2026, motion carried 5-0. **

COMMITTEE REPORTS

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

OLD BUSINESS:

None

NEW BUSINESS

Application by North by Northwest Storage, LLC (John Berget), 4954 STH 50, (FD2500021) for a Conditional Use Permit to allow Self-Storage and Mini-Warehouse development of the parcel

**Motion O'Connor, second Charvat to approve the application by North by Northwest Storage, LLC (John Berget), 4954 STH 50, (FD2500021) for a Conditional Use Permit to allow Self-Storage and Mini-Warehouse development of the parcel, motion carried 5-0. **

Application by Caroline Randazzo, 2903 Borg Rd., (FD2900001A4) for Variances to allow reconstruction and repair of an existing boathouse

**Motion Knipper, second Flitcroft to approve the application by Caroline Randazzo, 2903 Borg Rd., (FD2900001A4) for Variances to allow reconstruction and repair of an existing boathouse, motion carried 5-0. **

Short-Term Rental Ordinance Amendment – Ordinance #445

**Motion Thummel, second Flitcroft to table the Short-Term Rental Ordinance Amendment – Ordinance #445 until next month, motion carried 5-0. **

2026 USGS Lake Monitoring - \$53,590

**Motion Knipper, second Charvat to approve the 2026 USGS Lake Monitoring plan for \$53,590, motion carried 5-0. **

Water Quality Buoy

**Motion Knipper, second Thummel to table any action on this until we can get a price for that buoy with any other associated cost that might go with it, maintaining it, who is going to be tracking it, who takes care of it, so this will go back to the Lake Committee until we have those figures motion carried 5-0. **

McMahon Associates Police & Fire Staffing Analysis - \$10K

**Motion Thummel, second Knipper that we move to approve the McMahon Associates Police & Fire Staffing Analysis for \$10,000, motion carried 4-1. **

Budget Amendment 2026 Stipend Account - \$47,471 - actually \$40,364

** Supervisor Thummel made a motion to dispense with the first reading of Resolution #1-2026 a budget amendment resolution authorizing a transfer from general fund reserve for EMS services - stipend and move onto the second reading with a second by Chair Knipper, motion carried 5-0. Supervisor Thummel made a motion to dispense with the second reading and adopt Resolution #1-2026 a budget amendment resolution authorizing a transfer from general fund reserve for EMS services - stipend with a second by Chair Knipper, motion carried 5-0. **

Fire Station Updates - \$49,500 Capital Budget

**Motion Thummel, second Knipper to make a capital budget amendment not to exceed \$49,500 from 2025 capital to 2026 capital for the fire station upgrades, motion carried 5-0. **

Truck Emergency Lighting Upgrades - \$25,900 Capital Budget

**Motion Thummel, second Flitcroft to approve \$25,900 from 2026 Capital Budget for Emergency Lighting Upgrades, 2026, motion carried 5-0. **

Turn-Out Gear - \$16,500 Capital Budget

**Motion Thummel, second Thummel to approve not to exceed \$16,500 of capital 2026 plan for Turn-Out Gear, motion carried 5-0. **

Friends of the Park Temporary Alcohol Beverage License – Winterfest on 1/17/2026

**Motion Flitcroft, second O'Connor to approve the Friends of the Park Temporary Alcohol Beverage License – Winterfest on 1/17/2026, motion carried 4-0. * Thummel recused himself*

COMMENTS AND SUGGESTIONS OF CITIZENS PRESENT

None

DATE AND TIME OF THE NEXT REGULAR MEETING

February 10, 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: Delavan Tap House

ROLL CALL

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

**Motion Knipper, second by O'Connor to go into closed session at 7:05pm, motion carried 5-0. **

Board reconvened into Open Session at 7:34pm.

**Motion Knipper, second by Charvat to adjourn at 7:34pm, motion carried 5-0. **

Submitted by Clerk Starin

Recording on file at the Clerk's office