



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

April 21, 2026,

The Town Board meeting was called to order by Knipper at 6:27 PM at Town Hall.

ROLL CALL

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

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

DECLARATION OF QUORUM

Chair Knipper declared a Quorum for the meeting.

APPROVAL OF AGENDA

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

APPROVAL OF THE MINUTES

** Motion Flitcroft, Second Thummel to approve minutes for the Town Board Meeting of March 10, 2026, motion
carried 4-0 * Charvat abstained*

COMMUNICATIONS

Olson –You have communications from Hoekstra

COMMENTS AND SUGGESTIONS OF CITIZENS PRESENT REGARDING ITEMS ON THE AGENDA

George Hubner, 4202 Central Blvd, Delavan – spoke about paying off the boat launch and that Waters Edge
needs a full liquor license.

Lee Fickau and Sherri Fickau, N3214 State RD 67, Lake Geneva, Christine Paczkowski, N3176 Hwy 67, Lake
Geneva – Spoke out against the application by Lakeland Community Church expansion.

John Strong, Richard Holt Pete Schneider from Lakeland Community Church – Spoke out in favor of the
expansion. This expansion will make it better for the neighbors.

Darwin Adams, 1812 North Shore Dr, Delavan – Spoke out in favor of the application by Robert Hoekstra.

TREASURERS REPORT

Total General Funds \$4,675,212.21

Total Lake Project Funds \$332,574.78

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

**Motion Charvat, Second Thummel to approve the payments in the journal from March 6, 2026 to April 17, 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

Reconsideration of the application by Lakeland Community Church, N3181 STH 67, (FA395600002) for a Conditional Use Permit Amendment, Variance, and Affidavit of Correction to allow a building and parking expansion

**Motion Knipper, second Thummel to approve amending the Conditional Use Permit, item #18 to the wording that the Plan Commission has revised "Installation of a Holding Tank is agreeable to WALCOMET, Delavan Lake Sanitary District, and Town Engineering as an equal to extension of municipal sanitary sewer since the waste is treated at a municipal wastewater treatment facility; this reduces environmental concerns and well contamination risk caused by a Mound System failure." and to add a condition to require that no expansion will take place until a professional sound evaluation report is available to the Plan Commission followed by a report to the Town Board of Delavan, motion carried 5-0. **

*Motion Knipper, second Thummel to approve the application by Lakeland Community Church, N3181 STH 67, (FA395600002) for the Affidavit of Correction for the driveway exiting the facility, for the Variance for the 50' setback at the North part of the building, motion carried 5-0. **

Application by Robert Hoekstra, 6436 Mound Rd., (FD900007A5) for a Conditional Use Permit to allow construction of a new building for Contractor Storage and Wholesale Vehicle Sales

**Motion O'Connor, second Thummel for the discussion for this application to go back to the Plan Commission to determine if #4 should be eliminated, motion 5-0. **

Application by James Beierle, 4215 South Shore Dr., (FA480700002) for a Conditional Use Permit to allow a Planned Residential Development and construction of a new guest home

**Motion O'Connor, second Flitcroft to approve the application by James Beierle, 4215 South Shore Dr., (FA480700002) for a Conditional Use Permit to allow a Planned Residential Development and construction of a new guest home, motion 5-0. **

Application by Mercury Trade Group, LLC (Randy Wuttke), North Shore Dr. between Windward Hills Dr. & Chicago Club Dr. (FD2900007) for a Concept Plan for a new 10 large lot residential subdivision – Villa Claire Estates

**Motion Knipper, second Charvat to approve the application by Mercury Trade Group, LLC (Randy Wuttke), North Shore Dr. between Windward Hills Dr. & Chicago Club Dr. (FD2900007) for a Concept Plan for a new 10 large lot residential subdivision – Villa Claire Estates, motion 5-0. **

Waters Edge Parking Lot Drainage Improvements Bidding – Baxter & Woodman, Estimated Project Cost: \$198,500

**Motion Thummel, second Charvat to approve the Waters Edge Parking Lot Drainage Improvements Bidding – Baxter & Woodman, Estimated Project Cost: \$198,500 with the money coming from capital improvements, motion carried 5-0. **

2025 & 2026 Budget Amendment – Clerk, Treasurer, & Administrator Compensation - Resolution #3 – 2026

**Supervisor Thummel made a motion to dispense with the first reading of Resolution #3-2026 a budget amendment resolution adjusting 2025 Clerk & Treasurer compensation and 2026 Administrator compensation*

and move onto the second reading with a second by Supervisor Charvat, motion carried 5-0. Supervisor Thummel made a motion to dispense with the second reading and adopt Resolution #3-2026 2026 a budget amendment resolution adjusting 2025 Clerk & Treasurer compensation and 2026 Administrator compensation with a second by Supervisor Flitcroft, motion carried 5-0. *

Public Safety Referendum

**Motion Thummel, second Flitcroft to delete any intention to go forward with the public safety referendum in 2026, motion carried 5-0. **

Friends of the Park Class “B” Liquor License

**Motion Charvat, second Flitcroft to approve the Friends of the Park Class “B” Liquor License, motion carried 4-0.*

** Thummel recused himself*

Friends of the Park & Town of Delavan Airport/Public Facility Permit

**Motion Charvat, second Flitcroft to approve the Friends of the Park & Town of Delavan Airport/Public Facility Permit, motion carried 4-0. * Thummel recused himself*

Road Improvements Bid Award – Base Bid: Fox Lane & Delavan Highlands, Alternate Bids: Ash St., Central Blvd, Poplar Dr., Sweet Rd., Country View Dr. – Asphalt Contractors: \$396,209.50

**Motion O’Connor, second Charvat to award the Road Improvements Bid Asphalt Contractors not to exceed \$396,209.50 the Base Bid: Fox Lane & Delavan Highlands, Alternate Bids: Ash St., Central Blvd, Poplar Dr., Sweet Rd., Country View Dr., motion carried 5-0. **

Chip Seal Bid Award – Linn Rd., Borg Rd., Theatre Rd. – Fahrner Asphalt: \$60,673.13 with \$15,892.16 invoiced to Village of Williams Bay

**Motion O’Connor, second Knipper to award the Chip Seal Bid to Fahrner Asphalt for \$60,673.13 with \$15,892.16 invoiced to Village of Williams Bay, motion carried 5-0. **

Boat Launch Fees – Ordinance #446

**Supervisor Flitcroft made a motion to dispense with the first reading of Ordinance #446 an ordinance creating boat launch fees and move onto the second reading with a Second by Chair Knipper, motion carried 5-0. Supervisor Flitcroft made a motion to dispense with the second reading and adopt Ordinance #446 an ordinance creating boat launch fees with a Second by Supervisor Charvat, motion carried 5-0. **

Waters Edge Fee Waiver Requests

**Motion O’Connor, second Knipper approve the Waters Edge Fee Waiver Requests DLIA Saturday and Sunday, June 6th/7th and June 13th/14th, 2026, Tuesday June 16, 2026, motion carried 4-0. * Thummel recused himself*

Buoy & Raft Permitting – Ordinance #447

**Chair Knipper made a motion to dispense with the first reading of Ordinance #447 an ordinance Buoy & Raft Permitting and move onto the second reading with a Second by Supervisor Charvat, motion carried 5-0. Chair Knipper made a motion to dispense with the second reading and adopt Ordinance #447 an ordinance Buoy & Raft Permitting with a Second by Supervisor Charvat, motion carried 5-0. **

Private Road Maintenance Options

Olson will send out updated information and will wait for more direction from the Board.

COMMENTS AND SUGGESTIONS OF CITIZENS PRESENT

None

DATE AND TIME OF THE NEXT REGULAR MEETING

May 12, 2026, at 6:00pm

Convene into Closed Session per WI Stat.19.85 (1)(e) when competing or bargaining. Topic: Williams Bay Fire Protection Proposal

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 8:42pm, motion carried 5-0. **

Board reconvened into Open Session at 9:00pm.

Discussion/possible action: *Motion by Thummel and seconded by Knipper to submit the WB Fire Protection Proposal to the Village of Williams Bay. All ayes, motion carried 5-0.*

**Motion Knipper, second by Thummel to adjourn at 9:05pm, motion carried 5-0. **

Submitted by Clerk Starin

Recording on file at the Clerk's office