

The Town of Delavan

Administrative Committee Meeting Agenda

Date: August 2, 2021, 4:00 p.m.

Location: Town Hall, 5621 Town Hall Rd. Delavan, WI



A Quorum of the Town Board May be Present

The agenda may be posted at any two of the following places: Town Hall, www.townofdelavan.com, FNBT, Lakefront Mobil, Maxi One and Piggly Wiggly Copies: Committee Members, Town Board, Delavan Enterprise, and Janesville Gazette. Any person who has a qualifying disability as defined by the American with Disabilities act that requires the meeting or the materials at the meeting to be in an accessible location or format must contact the Town of Delavan, 5621 Town Hall Road, Delavan Wisconsin at least twenty –four hours prior to the commencement of the meeting so that necessary arrangements can be made to accommodate the request. The Town of Delavan is an Equal Opportunity Employer

- 1. Call to Order**
- 2. Declaration of Quorum for Doing Business**
- 3. Approval of Agenda**
- 4. Approval of Minutes of the Administrative Committee meeting of DATE**
- 5. Communications**
- 6. Comments and Suggestions of Citizens Present Regarding Items on the Agenda**
- 7. Old Business**
- 8. New Business**
 - 8.a. Discussion/Possible Action** - Short Term Rentals Policy, Forms, Refunds, Process
 - 8.b. Discussion/Possible Action:** Payroll Program
 - 8.c. Discussion/Possible Action:** Website Maintenance and Planning
 - 8.d. Discussion/Possible Action:** Office Policies and IT Security
 - 8.e. Discussion/Possible Action:** Code Enforcement Report: Shannon Markley
 - 8.f. Discussion/Possible Action: Operator’s License:** Heather K.
 - 8.f. Discussion/Possible Action: 2022 Budget Planning**
- 9. Comments and Suggestions**
- 10. Date of Next Meeting - Monday, Sept. 13 @4pm**
- 11. Adjournment**

Posted 7/30/21