

Official Notice - Amended
Administrative Committee Meeting
Monday, September 13, 2021 @4PM



The Town of Delavan Administrative Committee will hold its monthly Meeting on **Monday, September 13 2021 at 4pm** at Town of Delavan Town Hall, 5621 Town Hall Rd., Delavan WI 53115.

Official Notice

- 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 August 2, 2021
- 5) Communications
- 6) Comments and Suggestions of Citizens Present Regarding Items on the Agenda
- 7) Old Business
- 8) New Business
 - (a) **Code Enforcement Report** by Shannon Markley
 - i. See Attached Report
 - (b) **Discussion/Possible Recommendation – Liquor License**
 - i. **Rescind “Class B” Liquor License for The Village Supper Club** – David Marsicano
 - ii. **New Application - The Shore** – 3714 S. Shore Drive – Jennifer Rendon – “Class A”
 - iii. **New Application - The Village Supper Club** – New Ownership – Loretta Kaplan owner; Clara Chisholm Duffy agent – “Class B”
 - (c) **Discussion/Possible Recommendation - Operator's Licenses**
 - i. NONE
 - (d) **Discussion/Possible Recommendation - Tobacco/Cigarette Licenses**
 - i. NONE
 - (e) **Discussion/Possible Recommendation - Short Term Rentals**
 - i. **Short Term Rental Room Tax Reimbursement**
 1. **Craig Sharp** - \$4,008.72
 2. **Ross Fasano**- \$3,194.88
 - (f) **Discussion/Possible Recommendation - Picnic License Permits**
 - i. **Delavan Friends of the Park** – Oktoberfest – Class “B” License
 - ii. **Woody Car Show (Nicole Plenge)** – Class “B” License
 - (g) **Discussion/Possible Recommendation - Special Permit Requests**
 - i. **Gaming Application - The Shore** – 3714 S. Shore Drive – Jennifer Rendon
 - (h) **Discussion/Possible Recommendation** – Approval Process for Adding or Removing Information on Website
 - (i) **Discussion/Possible Recommendation** – Process for Adding and/or Terminating Employee Benefits
 - (j) **Discussion/Possible Recommendation** – Clerk McChristy attending WTA Convention October 10-12, 2021 in Wisconsin Dells, WI
 - (k) **Discussion/Possible Recommendation** – Escribe Contract
 - (l) **Discussion/Possible Recommendation** – Administrative Budget Planning 2022
- 9) Comments and Suggestions
- 10) Date of Next Meeting – October 4, 2021 @ 4PM
- 11) Adjournment

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

Supervisor Mary Knipper

Date: September 13, 2021 (amended)