

## Official Notice

### Administrative Committee Meeting

Monday December 6, 2021 4:00 PM

Town Hall



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5621 Town Hall Road, Delavan, Wisconsin 53115

(262) 728-3471 - FAX (262) 728-3473

Email: [mknipper@townofdelavan.com](mailto:mknipper@townofdelavan.com)

Hours: M – F, 8:30 AM – 4:30 PM

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The Town of Delavan Administrative Committee will hold its monthly Meeting on **Monday December 6, 2021 at 4:00 pm** 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 Admin meeting of November 1, 2021.
- 5) Communications
- 6) Comments and Suggestions of Citizens Present Regarding Items on the Agenda
- 7) Old Business
  - (a) Discussion/Possible Recommendation: Special assessment fees update
  - (b) Discussion/Possible Recommendation: Letter insert for Tax Bills
- 8) New Business
  - (a) Discussion/Possible Recommendation: Wufoo Online Registration
  - (b) Discussion/Possible Action: Poll Worker Assignments
  - (c) Discussion/Possible Action: Escribe Cancellation Fee
  - (d) Discussion/Possible Action: Liquor Licensing – Friends of the Park/Waters Edge
  - (e) Discussion/Possible Action: Code Enforcement Report
- 9) Comments and Suggestions
- 10) Date of Next Meeting – January 3, 2022 4:00 PM
- 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: December 2, 2021