

Farmington Town Board Meeting Agenda
Monday, July 21, 2025, at 6:30pm
E913 Prairie View Ln
www.farmingtonwaup.gov

Call to Order

Pledge of Allegiance

Open Meeting Statement: This meeting and all of the meetings of this Town Board are open to the public. Proper notice has been posted and given to the press, in accordance with Wisconsin Statutes, so the citizens may be aware of the time, place and agenda of this meeting.

Roll Call

Approve Agenda

Approve Minutes of June 16, 2025, Board Meeting

Approve Minutes of July 2, 2025, Special Board Meeting

Approve Minutes of July 9, 2025, Special Board Meeting

Approve Financial Report

Committee Reports:

- **Kevin Will (Chair):**
 - Chain O' Lakes Association
 - Lake's District
 - Covered Bridge Association
- **Craig Nelson (Supervisor 1):**
 - Waupaca Area Fire District
 - Land and Water Conservation Committee
- **Phil Durrant (Supervisor 2):**
 - City Parks and Recreation
 - Waupaca Regional Recycling & Compost Commission
- **Kathy Kasza (Treasurer):**
 - Conventions and Visitors Bureau

Public Input

Old Business:

New Business:

1. Review and Approve WCSO Telecommunications Calls Policy #1.01.
2. Review and Approve Employee Evaluations Policy #2.01.
3. Alcohol Beverage Applications.
4. Operator License Applications received in Clerk's Office (informational).
5. Land Use Permit Applications received from County Zoning (informational).
6. Intent to Cut Wood (informational).
7. Fire Number, Culvert, and Driveway Applications (informational).
8. Roads (informational).
9. Issues/Projects Discussion (30 minutes maximum, no action required).
10. Correspondence to the Town – Review and discussion of recent letters, emails, and other communications received.

11. Bills.

12. Closed Session: Pursuant to WI Stat. 19.85 (1)(c) For the purpose of the six-month employee evaluation with the Town Clerk.

Adjournment

**Posted July 11, 2025, at Farmington Town Hall
& Website www.farmingtonwaup.gov
Publish 7-17-2025**

**The Town Board may conduct a roll call vote, a voice vote or otherwise decide to approve, reject, table or modify any item on this agenda.
If special accommodations are necessary, please contact the Town Clerk at 715-258-2779 to make arrangements 24 hours prior to the meeting.**

Farmington Town Board Meeting Minutes
Monday, June 16, 2025, at 6:30pm
E913 Prairie View Ln
www.farmingtonwaup.gov

Call to Order: Meeting was called to order at 6:34pm. Chair Kevin Will presided. The opening statement was given. Notices were properly published and posted.

Pledge of Allegiance.

Open Meeting Statement: This meeting and all of the meetings of this Town Board are open to the public. Proper notice has been posted and given to the press, in accordance with Wisconsin Statutes, so the citizens may be aware of the time, place and agenda of this meeting.

Roll Call: Kevin Will, Chair; Craig Nelson, Supervisor I; Phil Durrant, Supervisor II; Anjela Hamm, Clerk; Kathy Kasza, Treasurer.

Approve Agenda: A motion by Craig Nelson, seconded by Phil Durrant, to approve the agenda. Motion carried unanimously by a voice vote.

Approve Minutes of May 19, 2025, Board Meeting: A motion by Craig Nelson, seconded by Phil Durrant, to approve the minutes of May 19, 2025, Board Meeting. Motion carried unanimously by a voice vote.

Approve Minutes of June 4, 2025, Special Board Meeting: A motion by Craig Nelson, seconded by Phil Durrant, to approve the minutes of June 4, 2025, Special Board Meeting. Motion carried unanimously by a voice vote.

Approve Financial Report: A motion by Craig Nelson, seconded by Phil Durrant, to approve the Financial Report subject to audit. Motion carried unanimously by a voice vote.

Committee Reports:

- **Kevin Will (Chair):**
 - **Chain O' Lakes Association:** Kevin reported he will be attending the upcoming Lakes Association Annual Meeting June 21, 2025.
 - **Waupaca Chain O' Lakes District:** Nothing to report.
 - **Covered Bridge Association:** Nothing to report.

- **Craig Nelson (Supervisor 1):**
 - **Waupaca Area Fire District:** Craig reported 142 calls year to date as of June 10, 2025. There have been no structure fires.
 - **Land and Water Conservation Committee:** Nothing to report.
- **Phil Durrant (Supervisor 2):**
 - **City Parks and Recreation:** Phil reported there was no City Parks and Recreation meeting. Also reported on communication received from City Parks and Recreation to set up a meeting to discuss the Youth Program Fund. Phil scheduled this meeting for July 7th at 1:00pm (at the Courthouse) and requested Kathy (Treasurer) to be present with him in case financials are discussed.
 - **Waupaca Regional Recycling & Compost Commission:** Phil reminded the Board of his request for all members to attend the upcoming Recycling Commission meeting, scheduled for July 14th at 4:00pm, where potential solutions to the current financial challenges will be discussed. This will require a quorum notice to be posted by the Clerk.
- **Kathy Kasza (Treasurer):**
 - **Conventions and Visitors Bureau:** Kathy reported that there was no formal meeting this month, as the group meets quarterly. However, there was an update regarding the grant for a Fly-In event. The grant was adjusted to assist with transportation costs for flight groups staying at the airport who need rides to local hotels. Victory Church will now provide this transportation, for donations. The group requested their grant be revised to help cover this cost. The Township typically does not have a direct role in this, aside from funds through Room Tax Permits.

Public Input:

- **William Belke (E1081 Whispering Pines Rd):**
 - Resident inquired about a “No Parking” sign that remains posted near his property. The Board acknowledged the sign and confirmed that Maintenance (Phil) would address its removal.
 - Resident also asked about the use of Room Tax funds received by the Town and suggested that the money could be used to promote tourism within the Township. Kathy explained that, per Wisconsin Statutes, 70% of collected Room Tax revenue is allocated to the Waupaca Convention and Visitors Bureau, and the Town retains 30%. In previous years, the Board chose to reserve these funds in case another water

patrol boat was needed for the lakes. However, the Sheriff's Department has since assumed responsibility for providing water patrol boats, and the Town donated its boats to the department. The current Board has not designated a different use for the reserved funds, which currently total \$92,000. Resident inquired what the plan is for these funds moving forward. The Chair stated that he will discuss the matter further with the Treasurer to explore potential uses.

- Kathy recommended that the Board consider amending the ordinance that restricts how these funds can be used.

Old Business:

1. **Approve Minutes of May 13, 2025, Special Board Meeting.** A motion by Craig Nelson, seconded by Phil Durrant, to approve the Minutes of May 13, 2025, Special Board Meeting. Motion carried unanimously by a voice vote.

New Business:

1. **Approve and Adopt Updated Emergency Response Plan for the Town of Farmington.** A motion by Craig Nelson, seconded by Phil Durrant, to approve and adopt the updated Emergency Response Plan for the Town of Farmington. Motion carried unanimously by a voice vote.
2. **Approve the Alcohol Beverage License Renewal Applications for the July 1, 2025 – June 30, 2026, licensing period.** A motion by Craig Nelson, seconded by Phil Durrant, to approve the Alcohol Beverage Licenses Applications for the July 1, 2025 – June 30, 2026, licensing period. Motion carried unanimously by a voice vote. Licenses Approved:

➤ **Class "B" Beer and "Class B" Liquor Licenses:**

- **Little Black Dog Designs, LLC (DBA) 81 Market**
 - N2728 County Rd QQ Waupaca, WI 54981
 - Premise: Building on property at 81 Market, deck, yard, shed, chain-link yard, porch, shed, and building.
- **Chain O'Lakes Adventure, LLC (DBA) Chain O' Lakes Bar & Grill**
 - N2598 County Rd QQ Waupaca, WI 54981
 - Premise: Outside bar, inside bar, liquor room downstairs, restaurant dining area, parking lot, outside dining area.
- **Clear Water Harbor, Inc (DBA) Clear Water Harbor**
 - N2757 County Rd QQ Waupaca, WI 54981
 - Premise: Boathouse, storage sheds, Chief of Waupaca, Lady of the Lakes, parking lot, picnic area, outdoor and indoor seating/bar, boat docks/slips.
- **ICC Events, LLC (DBA) Indian Crossings Casino**

- E1171 County Rd Q Waupaca, WI 54981
- Premise: ICC Building and to include boat docks, beer garden, patio, picnic area, boat slips, tiki bar “Brown House” storage in northeast corner & upstairs in southwest corner of dance hall, main cooler on east side of building connected to kitchen, bathrooms, parking lot for events – 100ft or less from the front door, and temporary bars on premises.
- **Mark’s Sheridan Country Club, LLC (DBA) Mark’s Sheridan Country Club, LLC**
 - E755 Sheridan Dr Waupaca, WI 54981
 - Premise: Inside 24x24 building, bar, bathrooms, coolers and deck.
- **Magdalene’s, Inc (DBA) El Poblano Mexican American Grill**
 - N2717 County Rd QQ Waupaca, WI 54981
 - Premise: Inside the 8,600 sq ft building, 2 dining rooms, office, basement, coolers, bathrooms, bar, picnic area and parking lots.
- **RCS Associates, LLC (DBA) Wally World**
 - N2708 County Rd QQ
 - Premise: Bar, decks, liquor room, horse-shoe pits, bathrooms, backyard picnic area and basement.
- **Wheelhouse, Inc (DBA) The Wheelhouse Restaurant**
 - E1209 County Hwy Q Waupaca, WI 54981
 - Premise: Restaurant, building, bar, kitchen, dining rooms, bathrooms, deck/bar, basement, parking lot, and scoopers building.
- **“Class A” Liquor Licenses:**
- **Christine’s Boutique, LLC (DBA) Christine’s Boutique, LLC**
 - N2727 Park Lane Dr Waupaca, WI 54981
 - Premise: Retail boutique and storage in the basement.
- **Barnwood Farms Waupaca, LLC (DBA) Barnwood Farms Flower & Keepsake Co.**
 - N2745 County Rd QQ Waupaca, WI 54981
 - Premise: Retail store building located on property.
- **Class “B” Beer and “Class C” Liquor (wine only) Licenses:**
- **Shih Hsiung Chu, Inc (DBA) Chef Chu’s Chinese Cuisine**
 - N2834 County Rd QQ Waupaca, WI 54981
 - Premise: Restaurant building, 2 bathrooms, refrigerator for storage.
- **Comma Café, LLC (DBA) Comma Café**
 - N2729 County Rd QQ Waupaca, WI 54981
 - Premise: Inside dining room, outside patio deck, and patio garden seating, kitchen area and additional storage in basement.
- **Klinger’s Real Barbeque (DBA) KRBs - Klinger’s Real Barbeque**
 - N2826 County Rd QQ Waupaca, WI 54981
 - Premise: Inside dining room, outside patio area, coolers, bar, kitchen, storage areas, and parking lot.

3. Operator License applications received in Clerk's Office (informational).

There were 27 operators’ licenses approved in the clerk’s office:

- Cameron Carlson, Chain O' Lakes Bar & Grill, OL-17-2025, 5/20/2025

- Seth Burgett, Chain O' Lakes Bar & Grill, OL-18-2025, 5/20/2025
- Daniel Haboush, Chain O' Lakes Bar & Grill, OL-19-2025, 5/20/2025
- Rebecca Kaiser, 81 Market, OL-20-2025, 5/21/2025
- Kenneth Sasse, 81 Market, OL-21-2025, 5/22/2025
- Douglas Ziebarth, Comma Café, OL-22-2025, 5/22/2025
- Christine Faulks, N/A, OL-23-2025, 5/23/2025
- Kaleb Schulist, Clear Water Harbor, OL-24-2025, 5/28/2025
- Clair Jacquet, Wheelhouse Restaurant, OL-25-2025, 5/28/2025
- Stephanie Banner, Comma Café, OL-26-2025, 5/30/2025
- Molly Burns, Wheelhouse Restaurant, OL-27-2025, 6/2/2025
- Emily Conroy, Wheelhouse Restaurant, OL-28-2025, 6/2/2025
- Morgan McCann, Wheelhouse Restaurant, OL-29-2025, 6/2/2025
- Blake Stecker, Wheelhouse Restaurant, OL-30-2025, 6/2/2025
- Analeese Krueger, Wheelhouse Restaurant, OL-31-2025, 6/2/2025
- Bailey Scott, Wheelhouse Restaurant, OL-32-2025, 6/4/2025
- Wacey Garton, Wheelhouse Restaurant, OL-33-2025, 6/4/2025
- Joshua Dunaj, Chain O' Lakes Bar & Grill, OL-34-2025, 6/5/2025
- Jazmine Berger, Chain O' Lakes Bar & Grill, OL-35-2025, 6/6/2025
- Madeline Wallace, Indian Crossing Casino, OL-36-2025, 6/9/2025
- Amy Heiman, Indian Crossing Casino, OL-37-2025, 6/10/2025
- Brett Strohmusch, Indian Crossing Casino, OL-38-2025, 6/9/2025
- Alexandria Behringer, Wheelhouse Restaurant, OL-39-2025, 6/10/2025
- Hunter Nollenberg, Wheelhouse Restaurant, OL-40-2025, 6/10/2025
- David Folan, Wheelhouse Restaurant, OL-41-2025, 6/10/2025
- Jatory Walker, Indian Crossing Casino, OL-42-2025, 6/10/2025
- Avita Cole, Indian Crossing Casino, OL-43-2025, 6/10/2025

4. Land Use Permit applications received from County Zoning (informational).

- Trinrud – E1597 Haase Rd – Accessory structure: gazebo.
- Golke (Verizon) – E2045 Westgate Acres Rd – Tower upgrades; antennae swap, RRHA, and cabling.
- Reynolds Living Trust – N2907 Highland Ln – Dwelling with attached garage, covered porch, screen room, and A/C generator pads. Accessory structures: driveway, two sidewalks, and two retaining walls.
- Lorimer – E1912 State Rd 54 - Accessory structure prior to principal dwelling: one shipping container.
- Gibbs – E1524 Murray Lane – Structural alteration to accessory structure; enlarge overhead garage door.
- Dake – E2426 Holmes Rd – Addition to accessory structure (detached garage).

- Sorensen – E2035 King Rd – Additions to dwelling: storage, roof over deck, and partial walls over patio.

5. Intent to Cut Wood (informational). None.

6. Fire Number, Culvert, and Driveway Applications (informational).

- **Nelson Driveway Permit:** N3043 Crestwood Dr - #05-26-70-23
- **Smith Driveway Permit:** E880 Tomahawk Trail - #05-32-71-33
- **Smith Fire Number Permit:** E880 Tomahawk Trail - #05-32-71-33

7. Roads (informational).

- The Board discussed ongoing issues related to Spectrum's Fiber Optic Cabling Utility Work within the Town's Right-of-Way. Several areas have not been properly restored, and there have been multiple complaints about blocked driveways and other disturbances. The Board discussed possibly implementing a bonding requirement for future utility work on Town roads to ensure proper restoration and adherence to Town policy.
- It was also noted that Fahrner Asphalt completed crack sealing work on Woodridge and Tomahawk Trail.
- Road Project Bid Openings are scheduled for June 27, 2025, at 10:00am via a Microsoft Teams Meeting.
- Additionally, the Board reviewed two separate complaints from residents on Crestwood Drive and N. West Gate Acres Road concerning potholes. The Clerk requested a more defined timeline for when patch work will be completed. While the Board has not yet met with the contractor, they will provide the Clerk with an update once that meeting takes place.

8. Issues/Projects Discussion (30 minutes maximum, no action required). The Board discussed the Hwy 54 road work happening soon and how they have not informed the Town when that will begin. Clerk will try and find contact information to provide to the Board on that.

9. Correspondence to the Town – Review and discussion of recent letters, emails, and other communications received.

- Chair reported on a concern brought to the Clerk by a resident regarding possible disturbance of Native American Burial Mounds. The matter has been referred to the State, as they are responsible for overseeing protected lands in Wisconsin.
- The Board discussed the Town's animal ordinance, suggesting it should be removed to allow the Sheriff's Office to assist residents with stray

animals. The Clerk will review the ordinance and begin the process of its removal.

- The Chair also noted he received several calls regarding wave/wake boats. He informed those calling of the current restriction under the Town ordinance. Chair said to the Board that enforcement should maybe fall under the jurisdiction of the DNR and wants to bring this up at the next Chain Association Meeting.
- The Chair received additional calls about fallen trees and emphasized the importance of proactively removing dead trees before they become a safety issue.
- The Board discussed the process for granting permission to install a sprinkler system under Rainbow Drive as part of the ongoing road projects
- Lastly, the Clerk reported a thank-you card was received from the Friends of Hartman Creek, expressing appreciation for the donation made at the Annual Electors Meeting.

10. Presentation of the Chain Skiers new video “[Clean Boats = Clean Waters](#)” to raise awareness and protection of the Chain O’ Lakes from invasive species. Video was sponsored by the Lakes District.

11. Bills. A motion by Craig Nelson, seconded by Phil Durrant, to pay the bills. Motion carried unanimously by a voice vote.

Adjournment. A motion by Phil Durrant, seconded by Craig Nelson, to adjourn the meeting at 7:30pm. Motion carried unanimously by a voice vote.

Respectfully submitted,
Anjela Hamm - Town Clerk

**Farmington Town Board
Special Board Meeting Minutes
Wednesday July 2, 2025, at 8:30am
E913 Prairie View Ln
www.farmingtonwaup.gov**

Must adjourn by 8:55am for Plan Commission Meeting at 9:00am

Call to Order: Meeting was called to order at 8:30am. Chair Kevin Will presided. The opening statement was given. Notices were properly published and posted.

Open Meeting Statement: This meeting and all meetings of this Town Board are open to the public. Proper notice has been posted and given to the press, in accordance with Wisconsin Statutes, so the citizens may be aware of the time, place, and agenda of this meeting.

Roll Call: Kevin Will, Chair; Craig Nelson, Supervisor I; Phil Durrant, Supervisor II; Kathy Kasza, Treasurer; Anjela Hamm, Clerk.

Approve Agenda: A motion by Craig Nelson, seconded by Phil Durrant, to approve the agenda. Motion carried unanimously by a voice vote.

Public Input: None.

New Business:

1. **Discussion on County Dispatch Procedures for Public Works Calls Involving Farmington: Review and clarify the procedure for the Dispatch office regarding who to contact for public works-related calls, including trees down, snow plowing/salting needs, and damaged or missing road signs.** The Board discussed how to streamline some of the public work calls County Dispatch receives regarding Town of Farmington. Currently, Dispatch is instructed to call the members of the Farmington Board first for most calls, then the Board calls the appropriate company/person to deal with the issue. The Board also talked about the pros and cons of bypassing the Board for some of these situations. It would be helpful to eliminate the middleman for Dispatch calls regarding trees and have them call Adam from AJ's Tree Service first. Discussion on having Dispatch call the Hwy Department first for damaged road signs wouldn't be in the Town's best interest due to cost; there is an existing MOU with the Highway Department authorizing them to perform road sign-related tasks at the Board's discretion. The Board emphasized

the importance of being informed after public works tasks are completed on behalf of the Town, to verify the work was done and maintain accurate records.

- **The Board agreed on the following for County Dispatch:**

- Dispatch calls regarding **trees** needing to be cut or moved:
 - Dispatch should first contact Adam from AJ's Tree Service.
 - If Adam does not answer, Dispatch should contact Phil Durrant, who will then reach out to Adam's two backup employees in the correct order.
- Dispatch calls regarding **road signs** down, damaged, or missing:
 - Dispatch should first contact Phil Durrant. Phil to determine if the Town is able to remedy themselves or if Hwy Department should be contacted, per the MOU in place between Town of Farmington and Waupaca County Highway Department.
 - If Phil does not answer, Dispatch should contact the Farmington Town Chair cell phone number.
- Dispatch calls regarding **road work or blocks:** *(Dependent on Faulks Brothers agreement to this procedure)*
 - Dispatch should first contact Phil Durrant.
 - If Phil does not answer, Dispatch should contact Faulks Brothers.
 - Board to look into preparing a MOU/contract agreement with Faulks Brothers for road calls like this and get an official contact number for our back-up.

2. Discussion of Employee Evaluation and Performance Review Meetings. The Board discussed a possible Closed Session at the next monthly Board Meeting to discuss employee evaluations and wages, specifically the Clerk. Chair mentioned an employee evaluation sheet should be included in the packet for this. The employee evaluation sheet should be updated and geared for the Town of Farmington; this will be reviewed and discussed at the same monthly Board Meeting before closed session. Discussion on employees outlining three goals for the upcoming year as part of their evaluation.

Adjournment: A motion by Craig Nelson, seconded by Phil Durrant, to adjourn at 8:55am. Motion carried unanimously by a voice vote.

Respectfully submitted, Anjela Hamm - Town Clerk

Town of Farmington - Waupaca County
Employee Evaluation Policy
Policy #2.01

It is the responsibility of the Town Board to ensure that our residents receive the highest quality of services. To maintain this standard, employees shall be provided with a comprehensive job description upon hiring, and clear, objective evaluations will be conducted six months after hiring and annually thereafter. If warranted, the Town Chair may request an evaluation at any time.

- a. Written job descriptions shall be developed by the Chair and presented to the Town Board for approval.
- b. Evaluations are completed by the Town Board in closed sessions. All personal discussions are confidential and not to be discussed with the general public.
- c. Key performance factors shall include attendance, attitude, communication, customer service skills, job knowledge, job performance, problem solving, professionalism, safety and loss control, adherence to policies and procedures, and teamwork.
- d. Completed evaluations are to be stored in a locked file cabinet located in the Town Vault. Access to these files shall be limited to individuals with a legitimate need to know. A written log must be maintained within the cabinet, documenting the date, time, name of the individual accessing the file, and the purpose of the review.
- e. The Town Clerk shall retain a key to the personnel files. All files must be reviewed in the presence of either the Town Clerk or the Town Chair. No alterations or removal of documents are permitted without prior approval from the Town Board. Copies of personnel records may only be made for the employee to whom the file pertains or for the purpose of conducting a formal performance evaluation. Copies of evaluations must be collected and destroyed following the completion of the evaluation process. The Town Clerk shall be responsible for collecting and properly destroying these copies, as appropriate.

**Town of Farmington – Waupaca County
Waupaca County Sheriff's Office Telecommunication Calls Policy
Policy #1.01**

The Waupaca County Sheriff's Office (WCSO) is responsible for handling all emergency calls within the Town of Farmington. To ensure efficient and effective communication between the Town and WCSO, the following procedures have been established:

- 1. Dispatch calls regarding trees that need to be cut or moved in the Town of Farmington** shall first contact Adam from AJ's Tree Service at 715-802-3817. If Adam is unavailable, Dispatch shall contact the Town Maintenance Supervisor, Phil Durrant, at 715-281-8747. Maintenance Supervisor will then attempt to reach Adam's designated backup employees, contacting them in the following order: Aaron at 715-467-1901, followed by Ayden at 715-412-7012.

If Adam's backups are both unavailable, Maintenance Supervisor shall contact the Waupaca County Highway Department using their current on-call staff list.

****A current copy of the on-call staff list must be maintained and kept up to date by the Maintenance Supervisor, Clerk, and Town Chair.**

- 2. Dispatch calls regarding road signs that are down, damaged, or missing in the Town of Farmington** shall first contact the Town Maintenance Supervisor, Phil Durrant, at 715-281-8747. If the Maintenance Supervisor is unavailable, Dispatch shall contact the Farmington Town Chair at 715-513-0013. The Maintenance Supervisor or Town Chair will determine whether the Town is able to respond to the issue and take appropriate action in accordance with best practices. This may include, but is not limited to, requesting assistance from the Waupaca County Highway Department's on-call staff.

****A current copy of the on-call staff list must be maintained and kept up to date by the Maintenance Supervisor, Clerk, and Town Chair.**

- 3. Dispatch calls regarding road work or road blocks in the Town of Farmington** shall first contact the Town Maintenance Supervisor, Phil Durrant, at 715-281-8747. If the Maintenance Supervisor is unavailable, Dispatch shall contact the on-call staff member from Faulks Brothers.

****A current copy of the on-call staff list must be maintained and kept up to date by the Maintenance Supervisor, Clerk, and Town Chair.**

Special Board Meeting Minutes
Farmington Town Board
Wednesday July 9, 2025, at 8:30am
E913 Prairie View Ln
www.farmingtonwaup.gov

Call to Order: Meeting was called to order at 8:31am. Chair Kevin Will presided. The opening statement was given. Notices were properly published and posted.

Open Meeting Statement: This meeting and all meetings of this Town Board are open to the public. Proper notice has been posted and given to the press, in accordance with Wisconsin Statutes, so the citizens may be aware of the time, place, and agenda of this meeting.

Roll Call: Kevin Will, Chair; Craig Nelson, Supervisor I; Phil Durrant, Supervisor II; Kathy Kasza, Treasurer; Anjela Hamm, Clerk.

Approve Agenda: A motion by Craig Nelson, seconded by Phil Durrant, to approve the agenda. Motion carried unanimously by a voice vote.

Public Input: None.

New Business:

1. **2025 Road Project Bid Awards.** Ryan from REL was present to answer questions relating to the 1 responsible bid received (Faulks Brothers) for \$333,467.00 on June 27, 2025. Ryan asked the Board to review the bid received and determine if any projects should be eliminated due to budget before awarding. Town has the ability to reward any and all parts of the work bid on.

Treasurer (Kathy) explained the current budget and what the town has available to spend on road projects. Currently there is a \$36,000.00 contract with Farhner for multiple crack sealing projects, about \$24,000.00 for tree cutting (\$8,000.00 of that already spent), and last year the Town spent \$39,700.00 on tree cutting. Based on those numbers, the Town has \$271,000.00 available for the road projects this year. However, there is money in the reserve. \$25,000.00 for contingency and \$169,000.00 in fund balance to transfer at the end of the year. Treasurer explained we could do most of the road projects proposed, but a couple of the projects will need to be pushed to 2026.

The Board discussed the Woodridge Dr project and questioned whether a more cost effective, temporary solution could be implemented to address the current erosion and water pooling issues, with the remainder of the project being postponed to 2026. It was noted that the resident on Woodridge Drive with rocks located in the right-of-way has not yet been informed of the proposed plans. Ryan explained that the current plan does not involve removing these rocks but rather covering them. Discussion if covering the rocks vs. removing them is the best route. He added that the excavating details could be further clarified with Faulks Brothers when needed. Ryan estimated that the cost for just the hot mix solution on Woodridge Drive would be under \$4,000.00, noting that this would only serve as a temporary solution until next year.

The Board discussed the projects at Cobbtown Rd at County Rd Q and Cobbtown Rd at Riverbend Ln, noting that these two projects could be pushed to 2026 in order to prioritize roads with more urgent issues and to stay within budget.

The Board agreed to keep the following projects from the bid:

- Rainbow Dr (part C)
- Norris Ln (part E)
- Morgan Rd (part F)
- Forest Valley Trail (part G)
- Woodridge Rd (part D) - limited solely to the partial erosion mitigation discussed, the rest of the project pushed to 2026.

The Board agreed to push the following projects from the bid to 2026:

- Cobbtown Rd at County Road Q (part A)
- Cobbtown Rd at Riverbend Lane (part B)

Action Items regarding the Road Project Bid Awards:

- Motion by Craig Nelson, seconded by Phil Durrant, to award parts C, E, F, & G of the Road Project Bid to Faulks Brothers. Motion carried by a unanimous voice vote.
- Motion by Craig Nelson, seconded by Phil Durrant, to award Part D of the Road Project Bid to Faulks Brothers, limited solely to the partial erosion mitigation on Woodridge Drive as discussed, not to exceed \$10,000.00. Motion carried unanimously by a voice vote.

- 2. Discussion on the Timeline and Specific Road Projects to be Completed by Faulks Bros. and Arrow Precision.** A total of 216 patches is not included in the current road bid projects and will be done separately. Each patch is estimated at \$150.00, totaling \$32,400.00 for all patchwork. Discussion on how the pavement on North Westgate Acres varies in thickness, with some areas being very thin and others thicker. This inconsistency is contributing to the formation of major potholes, especially in the thinner sections. Discussion about potholes on Melody Ln, particularly up the hill, should also be addressed and added to the patchwork list. Phil to inform Arrow Precision on adding Melody Ln to the list.

River Wood Dr. The Board discussed the work scheduled for Riverwood Drive by Faulks Brothers, noting that the culverts were not installed deep enough beneath the road, resulting in significant bumps. Since the culverts are still functioning properly and due to budget constraints, the Board agreed to postpone addressing the issue until 2026.

Action Items regarding the Patchwork:

- Motion by Craig Nelson, seconded by Phil Durrant, to award the patchwork to Arrow Precision, not to exceed \$35,000.00. Motion carried by a unanimous voice vote.
 - o Discussion on whether the patchwork would require a Class 2 notice for bids. Board explained that a notice would not be required, and this project would be exempt from that statute. Also discussed future plans to contract with Arrow Precision for 2026 to take care of patchwork for the Town. Board discussed a better way to word the motion on the patchwork.
- Motion by Craig Nelson, seconded by Phil Durrant, to rescind the previous motion regarding the patchwork awarded to Arrow Precision. Motion carried by a unanimous voice vote.
- Motion by Craig Nelson, seconded by Phil Durrant, to set aside \$35,000.00 from this year's budget for patchwork. Motion carried by a unanimous voice vote.

3. Items Requiring Board Members Discussion.

- a. **Canadian National Railroads Crossings in the Town of Farmington.** The Board inquired about the width of the right-of-way on either side of the railroad tracks. To their knowledge, it is 25 feet on either side. The Board could express their dissatisfaction with the work completed by Canadian National, specifically the crossing on Oakland Dr, but not sure if action will be taken on their end. New railroad ties were installed, and the blacktop was raised. However, the Board feels the grading was not done properly, leading to concerns from residents about the bumps. The Treasurer will provide Canadian National's contact information to the Board so they can follow up directly.
- b. **Resident Complaints about Lowering Speed Limits on Town Roads.** The Board discussed there is only so much they can do as far as enforcing speed limits, as that is up to the Sheriff's Department to enforce. It was also noted that most speeding complaints originate in residential areas, and residents are encouraged to address speeding concerns with their neighbors, who are likely the main users of those roads OR contact the Sheriff's department. The Board is not in favor of reducing speed limits below 25 mph.
- c. **Employee Evaluations.** Reminder from the Chair that at July 21, 2025, Board Meeting the Board will be doing an employee evaluation with the Clerk in a closed session, and the Board will have an opportunity to review the evaluation sheet before the evaluation takes place.
- d. **Town Hall to be Closed July 14-18th, 2025 for Clerk Training.** The Board discussed the temporary Town Hall closure and noted that the clerk will be unavailable this week. Kathy will be in on Monday, the 14th, and Thursday, the 17th, from 9:00am to 12:00pm, during which she will attempt to answer any phone calls and keep the Town Hall open until noon on those two days.
- e. **Performance Bonds and Utility Work.** The Board discussed the process for approving electrical or solar installations running beneath Town roads, noting that this may be a topic for the Plan Commission to review. They also discussed implementing performance bonds for utility work within the Town rights-of-way in the near future.

Adjournment: A motion by Craig Nelson, seconded by Phil Durrant, to adjourn at 10:12am. Motion carried by a unanimous voice vote.

**Respectfully submitted,
Anjela Hamm – Town Clerk**

**Town of Farmington – Waupaca County
Waupaca County Sheriff's Office Telecommunication Calls Policy
Policy #1.01**

The Waupaca County Sheriff's Office (WCSO) is responsible for handling all emergency calls within the Town of Farmington. To ensure efficient and effective communication between the Town and WCSO, the following procedures have been established:

- 1. Dispatch calls regarding trees that need to be cut or moved in the Town of Farmington** shall first contact Adam from AJ's Tree Service at 715-802-3817. If Adam is unavailable, Dispatch shall contact the Town Maintenance Supervisor, Phil Durrant, at 715-281-8747. Maintenance Supervisor will then attempt to reach Adam's designated backup employees, contacting them in the following order: Aaron at 715-467-1901, followed by Ayden at 715-412-7012.

If Adam's backups are both unavailable, Maintenance Supervisor shall contact the Waupaca County Highway Department using their current on-call staff list.

****A current copy of the on-call staff list must be maintained and kept up to date by the Maintenance Supervisor, Clerk, and Town Chair.**

- 2. Dispatch calls regarding road signs that are down, damaged, or missing in the Town of Farmington** shall first contact the Town Maintenance Supervisor, Phil Durrant, at 715-281-8747. If the Maintenance Supervisor is unavailable, Dispatch shall contact the Farmington Town Chair at 715-513-0013. The Maintenance Supervisor or Town Chair will determine whether the Town is able to respond to the issue and take appropriate action in accordance with best practices. This may include, but is not limited to, requesting assistance from the Waupaca County Highway Department's on-call staff.

****A current copy of the on-call staff list must be maintained and kept up to date by the Maintenance Supervisor, Clerk, and Town Chair.**

- 3. Dispatch calls regarding road work or road blocks in the Town of Farmington** shall first contact the Town Maintenance Supervisor, Phil Durrant, at 715-281-8747. If the Maintenance Supervisor is unavailable, Dispatch shall contact the on-call staff member from Faulks Brothers.

****A current copy of the on-call staff list must be maintained and kept up to date by the Maintenance Supervisor, Clerk, and Town Chair.**

Town of Farmington - Waupaca County
Employee Evaluation Policy
Policy #2.01

It is the responsibility of the Town Board to ensure that our residents receive the highest quality of services. To maintain this standard, employees shall be provided with a comprehensive job description upon hiring, and clear, objective evaluations will be conducted six months after hiring and annually thereafter. If warranted, the Town Chair may request an evaluation at any time.

1. Written job descriptions shall be developed by the Chair and presented to the Town Board for approval.
2. Evaluations are completed by the Town Board in closed sessions. All personal discussions are confidential and not to be discussed with the general public.
3. Key performance factors shall include attendance, attitude, communication, customer service skills, job knowledge, job performance, problem solving, professionalism, safety and loss control, adherence to policies and procedures, and teamwork.
4. Completed evaluations are to be stored in a locked file cabinet located in the Town Vault. Access to these files shall be limited to individuals with a legitimate need to know. A written log must be maintained within the cabinet, documenting the date, time, name of the individual accessing the file, and the purpose of the review.
5. The Town Clerk shall retain a key to the personnel files. All files must be reviewed in the presence of either the Town Clerk or the Town Chair. No alterations or removal of documents are permitted without prior approval from the Town Board. Copies of personnel records may only be made for the employee to whom the file pertains or for the purpose of conducting a formal performance evaluation. Copies of evaluations must be collected and destroyed following the completion of the evaluation process. The Town Clerk shall be responsible for collecting and properly destroying these copies, as appropriate.

**Approved Operators' Licenses
Town of Farmington – Waupaca County
July 21, 2025, Board Meeting**

Name	Place of Employment	Operator's License Number	Date of Approval
Riley Werner	Indian Crossing Casino	OL-44-2025	6/12/2025
Bradly Moloney	Indian Crossing Casino	OL-45-2025	6/12/2025
Jack Menzies	Indian Crossing Casino	OL-46-2025	6/12/2025
Peighton Steffen	Indian Crossing Casino	OL-47-2025	6/16/2025
Sarah Ogden	81 Market	OL-48-2025	6/17/2025
Amanda Kealiher	Indian Crossing Casino	OL-49-2025	6/17/2025
Breanna Yeska	Indian Crossing Casino	OL-50-2025	6/20/2025
Cory Gebel	Indian Crossing Casino	OL-51-2025	6/23/2025
Marisol Swenson	Clear Water Harbor	OL-52-2025	6/24/2025
Jason Stolp	Clear Water Harbor	OL-53-2025	6/24/2025
Nevaeh Johnson	Clear Water Harbor	OL-54-2025	6/24/2025
Evan Bolwerk	Clear Water Harbor	OL-55-2025	6/24/2025
Devin Johnson	Clear Water Harbor	OL-56-2025	6/24/2025
Jameson Nikolai	Clear Water Harbor	OL-57-2025	6/24/2025
Rachael Singer	Clear Water Harbor	OL-58-2025	6/24/2025
Madeline Johnson	Clear Water Harbor	OL-59-2025	6/24/2025
Madelynne Brown	Clear Water Harbor	OL-60-2025	6/24/2025
Victoira Nowak	Clear Water Harbor	OL-61-2025	6/24/2025
Brandon Koehl	Clear Water Harbor & Wheelhouse Restaurant	OL-62-2025	6/24/2025
Brennah Walsh	Clear Water Harbor	OL-63-2025	6/24/2025
Lily Klisiewicz	Clear Water Harbor	OL-64-2025	6/24/2025
Jessica Kasprick	KRBs	OL-65-2025	6/24/2025
Tallie Mumbrue	KRBs	OL-66-2025	6/24/2025
Tracy Neumeyer	KRBs	OL-67-2025	6/24/2025
Spencer Klinger	KRBs	OL-68-2025	6/24/2025
Scott VonGunten	Indian Crossing Casino	OL-69-2025	6/27/2025
Kimi Gill	Wallys Bar	OL-70-2025	7/1/2025
Macie Pfeiffer	Indian Crossing Casino	OL-71-2025	7/1/2025
Jessica Vaughan	El Plolano	OL-72-2025	7/3/2025
Charles Vaughan	El Plolano	OL-73-2025	7/3/2025

30 operator licenses approved.

**Land Use Permit Applications, Notice to Cut, and Driveway/Culvert/Fire Number Permits
Town of Farmington – Waupaca County
July 21, 2025, Board Meeting**

Land Use Permit Applications:

1. Waupaca Pickleball Club (Smith) – E880 Tomahawk Trail – Dwelling with attached garage and recreation room and two covered porches.
2. Coenen – E1408 Grandview Rd – Accessory Structure: Detached garage. Impervious surfaces: Reconstruct walkway and driveway.
3. Bloom – E1608 Erickson Rd – New home with attached garage and covered.
4. Krauss – E1397 Erickson Rd – Dwelling with attached garage, two covered porches, and 2 egress window wells.
5. Andelman – E2404 Pebble Run Rd – Additions to dwelling: 3 season room and deck.

Notice to Cut:

- None.

Driveway/Culvert/Fire Number Permits:

- None.