

**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