

**Farmington Town Board
Special Board Meeting Minutes
Tuesday August 5, 2025, at 8:30am
E913 Prairie View Ln
www.farmingtonwaup.gov**

Call to Order: Meeting was called to order at 8:36am. 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; Kathy Kasza, Treasurer; Anjela Hamm, Clerk. Phil Durrant, Supervisor II was absent but arrived at 9:20am and was present from that time forward.

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

Public Input: None.

New Business:

1. **Continuing discussion on employee job descriptions. (*Maintenance Supervisor, Maintenance Support Staff, Clerk, and Treasurer*).** The Board reviewed the job description for the Town Hall cleaning service. It was discussed that, once the job description is approved, a representative from Waupaca Janitorial should be invited to a future Board Meeting to discuss the job description and the Town Hall's cleaning needs.
2. **Discussion regarding Covered Bridge Association request to plant a tree in the right of way on Lamplighter Lane.** The Board discussed the location of the right-of-way and the proposed tree planting site, as well as the potential impact on snow plowing in the area. Kevin will follow up with the Covered Bridge Association to share the Board's opinion on the matter.

- 3. Discussion on early-stage ideas for the 2026 budget and review of current years' budget.** The Board discussed the Treasurer's recommendations for the roads budget and related subaccounts for trees, cutting, signage, and other road-related expenses to improve transparency. Additional discussion included increasing the budget for legal fees, the assessor's 2026 revaluation, and the four elections scheduled for next year. The Treasurer noted that final figures are needed by October to publish the preliminary budget and reported that by mid-August 2025, updated numbers should be available to determine the Town's levy limit and net new construction. The Board discussed coordination with the Fire District to pass the necessary resolutions for the budget. Discussion regarding the remaining 2025 election budget for ordering absentee envelopes for the 2026 elections.
- 4. Review of recent resident complaints, ongoing issues, and status updates from Town Board and staff. No official action required. (*Road maintenance and signage, tree maintenance, land use and local ordinance violations, policy and procedure, permits, upcoming meetings, and important updates from Clerk, Treasurer, or Maintenance Supervisor*).**
- **Road Maintenance:** Discussion regarding the railroad crossing on Oakland Drive, and that the Board has contacted Canadian National in an effort to address the issue.
 - **Complaints/Ongoing Issues:** The Chairman presented to the Board a favorable article, provided by a resident and published in the Wall Street Journal, regarding Wisconsin's enhanced wake boat ordinances. He also shared details of a conversation he had with the Sheriff.
 - **Tree Maintenance:** Discussion regarding AJ's Tree Service's recent invoice and the list of remaining trees trimming tasks provided by Adam. The conversation included the possibility of allocating a tree trimming budget for Adam for the year, allowing him to begin working on the list as needed and to use his discretion on some trimming, provided it stays within the budget.
 - **Policy and Procedure:** Discussion on the Water Testing Policy and the Dog Ordinance that should be repealed, both provided in the packet.

- **Employee Updates:**

- The Clerk informed the Board that the signs at both ends of Butts Drive are missing, the easements for Rainbow Drive have been filed with the County with a subsequent meeting with contractor, and the Town Board has scheduled a public hearing for August 20th at 9:00am.
- The Maintenance Supervisor informed the Board about issues with certain cemetery plots and reported receiving a voicemail from a resident opposing the required curbside garbage and recycling service for their property. The Board discussed past garbage collection options the Town has considered, noting that the current system remains the most cost-effective for residents. Also reported that new “Unincorporated” signs will be installed for Sheridan. Lastly, he inquired about the status of the plans for installing a well at the Town Hall shed.

5. Consideration of items for future meeting agendas. The Board discussed and agreed to place the following items on August 18, 2025, Board Meeting agenda for approval: repeal of the dog ordinance, water testing policy, and the cleaning service job description.

Adjournment: A motion by Phil Durrant, seconded by Craig Nelson, to adjourn the meeting at 10:35am. Motion carried unanimously by a voice vote.

Respectfully submitted,
Anjela Hamm – Town Clerk