

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

Call to Order: Meeting was called to order at 8:35am. 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. **Approve Temporary Class “B” Beer License for Toto Foundation’s event on September 7, 2025.** A motion by Craig Nelson, seconded by Phil Durrant, to approve the Temporary Class “B” Beer License for Toto Foundation’s event on September 7, 2025. Motion carried unanimously by a voice vote.
2. **Plan Commission Recommendations from their July 2, 2025, meeting.**
 - a. **Review and Approve Comprehensive Plan Amendment for parcel #05-30-44-3 (N2939 Hartman Creek Rd), to change the Preferred Land Use designation from Forestry to Agriculture, for the purpose of splitting the parcel and adding a second dwelling.** A motion by Craig Nelson, seconded by Phil Durrant, to approve the Comprehensive Plan Amendment for parcel #05-30-44-3 (N2939 Hartman Creek Rd), to change the Preferred Land Use designation from Forestry to Agriculture. Motion carried unanimously by a voice vote.

- b. Review and Approve Ordinance No. 9/2/2025(2025) Ordinance Adopting an Amendment to the Comprehensive Plan for the Town of Farmington.** A motion by Craig Nelson, seconded by Phil Durrant, to approve Ordinance No. 9/2/2025(2025) Ordinance Adopting an Amendment to the Comprehensive Plan for the Town of Farmington. Motion carried unanimously by a voice vote.
 - c. Review and Approve Zone Map Amendment for parcel #05-30-44-3 (N2939 Hartman Creek Rd), from Private Recreation and Forestry (PVRF) to Agriculture and Woodland Transition (AWT). *Allows for a higher level of development.*** A motion by Craig Nelson, seconded by Phil Durrant, to approve the Zone Map Amendment for parcel #05-30-44-3 (N2939 Hartman Creek Rd), from Private Recreation and Forestry (PVRF) to Agriculture and Woodland Transition (AWT). Motion carried unanimously by a voice vote.
- 3. Review and approve letter of recommendation for the Lakes District's DNR grant.** The Board reviewed the draft letter from the Lakes District, with representative Fred Silloway present to answer questions regarding the kiosk for which they are seeking a grant. Fred explained that, if approved, the DNR would fund two-thirds of the cost. Enforcement would be handled by the DNR, while the Lakes District would cover any associated fees and maintenance. A motion by Craig Nelson, seconded by Phil Durrant, to approve the letter of recommendation for the Lakes District's DNR grant. Motion carried unanimously by a voice vote.
- 4. Review and approve letter of recommendation for Habitat for Humanity's USDA grant.** A motion by Craig Nelson, seconded by Phil Durrant, to approve the letter of recommendation for Habitat for Humanity's USDA grant. Motion carried unanimously by a voice vote.
- 5. Discuss creating a special event parking policy and review Resident Request Policy #4.01.** The Board discussed roads with no-parking ordinances, specifically Otter Drive, in response to a resident's request to allow temporary street parking for a family event. The Chairman consulted with the Town Attorney and Chief Deputy Studzinski regarding possible exceptions, but both advised that such a policy could result in unintended consequences. The Board decided against establishing such a policy, due to concerns about potential impacts on emergency vehicle access and the ordinances not meaning anything to residents. The Boards' decision is to not allow special parking if requested.

The Board reviewed the drafted Resident Request Policy #4.01, which is scheduled for consideration and possible approval at the next Monthly Board Meeting. Phil noted that the policy should primarily address enforceable items such as stop signs or speed limit change requests, while simpler requests, like “Children at Play” signs, do not necessarily require formal Board approval. However, the Board agreed they should still be informed whenever a sign is placed, regardless of whether it comes before the Board. The drafted policy will be considered further at the next Monthly Board Meeting where the Board can determine which resident requests should be excluded from the policy.

6. **Discussion on Farmington’s role as the accepting township for the Boundary Agreement at E1136 Snug Harbor Lane.** The Board discussed the current status of the boundary agreement with the Town of Dayton. Treasurer noted that Dayton has not formally responded to the request, and per statute, property owners can escalate this issue to the Department of Administration for mediation. However, the Board agreed to first send a formal letter to the Town of Dayton to get a written decision. The Board also discussed the possibility of creating a policy on boundary agreements for future reference and a potential joint meeting with the Town of Dayton to develop this policy together.
7. **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, local ordinances/policy and procedure, permits, upcoming meetings, and important updates from Clerk, Treasurer, or Maintenance Supervisor*).**

- **Complaints/Ongoing Issues:**

- Clerk reported on the multiple resident complaints regarding the deer population around King Rd area (Kelleen Dr, Melody Lane, and Park Lane Dr off of QQ). The DNR called the Town regarding the situation as they received the same concerns from residents; stating they cannot directly help unless the Township initiates the conversation and requests assistance from them. The DNR also explained what was already available to residents as far as hunting on their own land during hunting season. Discussion on what is considered Urban for “Urban Archery” took place. Clerk to put this as an agenda item at the next Monthly Board Meeting, for discussion only, to explore what options are available to

residents already and what the Town Board can do to assist, in conjunction with the DNR if necessary.

- The Clerk reported a resident's concern about the speed limit change on King Rd and confirmed with an attorney that the change complies with WisDOT regulations and state statutes.
- Board discussed mowing in the right of way, and the timelines for when the first and second cuttings should be finished. Board discussed spots where mowing might have been missed. More updates needed from mowing service; possibly have John attend a future Board Meeting.
- The Board discussed the importance of increasing contracted services with clearly defined expectations to ensure effective communication and proper follow-through on tasks such as mowing, tree removal, and road repairs. The Board, along with the Clerk and Treasurer, will collaborate to develop a more efficient approach for managing these services.
- Discussion on upcoming budget process and expectations for 2026 budget.

- **Update from Treasurer:**

- Kathy reported that the Town missed the LRIP (Local Road Improvement Program) deadline for this year. However, the Treasurer could work with REL to explore opportunities for federal grant funding and attempt to secure those funds for Larson and Pryse Rd. This would be a federal 80/20 cost-share grant.

8. Consideration of items for future meeting agendas. Phil requested Riverwood Dr road work plans be added to the next Board Meeting agenda for consideration; Phil to request a quote from Faulks Brothers for review. Kathy requested that a resolution be added to the next Board Meeting agenda regarding Farmington's authorized financial institutions.

Adjournment: A motion by Phil Durrant, seconded by Craig Nelson, to adjourn at 10:07am. Motion carried unanimously by a voice vote.

Submitted by,
Anjela Hamm – Town Clerk