

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

Call to Order: Meeting was called to order at 8:40am. 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:

- **Steve Rawson (N3049 Crestwood Dr):** Steve provided input on the I-Lids Kiosk and spoke about what the messaging will say for cleaning boats. Suggested keeping it informational and brief. Chair to relay these suggestions to appropriate people at Lakes District and/or Chain Association.

New Business:

1. **2026 Budget Workshop.** Treasurer explained the Town is still waiting on a few numbers to include into the budget. We can increase the levy limit by 1% (about a \$7,218 total increase). The Board discussed if they should be raising the levy limit each year, and Treasurer explained yes, to keep up with inflation, the Town should raise the levy each year to the allowable increase. Farmington's 2026 Fire District payments are down from last year. Discussion on what would happen if the Board decided not to increase the levy limit one year, not advisable.

Extra \$10,000 from transportation aid. Some adjustments with Clerk and Treasurer wages/salary. Farmington will be required to do a property tax reevaluation next year with the Property Tax Assessor, this will cost about \$56,000.00 in 2026. The

reevaluation is a one-time hit on the budget - the Board could use fund balance for that cost or take \$56,000.00 from 2026 road projects.

The Treasurer discussed potential grant applications for Larson Road and Pryse Road. It was noted that Larson Road will likely not qualify for the ARIP program; however, pursuing the STP Federal Grant would be a better option. To qualify, the entire length of Larson Road must be included in the project. The estimated cost for Larson Road improvements is approximately \$2 million for five miles of roadway, and likely take place in 2027 or 2028, allowing adequate time for planning. Once a grant is approved, the Town will have four years to complete the project. The Town must maintain \$325,000 in the budget for general road work

A budget of \$60,000 will be allocated for the Larson Road design, which must be publicly bid. Treasurer will also apply for the LRIP grant for North Westgate Acres Road.

A budget of \$40,000 will be allocated for 2026 tree maintenance services. This should include a \$20,000 base allocation for routine tree maintenance, which should be contracted with AJs Tree Service, and \$20,000 for storm-related tree cleanup.

The Board also agreed to budget \$24,000 for a pothole maintenance contract with Arrow Precision, and \$45,000 for ditch mowing in 2026, which would allow for up to three mowings at \$15,000 each. Discussion included creating written contracts for the mowing services to ensure clarity and accountability.

Town road maintenance wages were budgeted at \$8,000 for 2025; actual expenses are expected to be closer to \$4,000. The Board agreed to reduce this line item to \$5,000 for 2026. These adjustments will provide \$231,000 for road projects, which includes crack sealing (which should be bid).

Discussion on River Wood Dr plans from Faulks Brothers. The new quotes are better in price and more doable for the Town. Some culverts are too high on this road, and wetlands are causing erosion issues. \$21,400.00 will be budgeted for River Wood Dr in 2026. Phil requested we try and do something for the neighboring property owner (E1518 River Wood Dr, Hansen's) in 2025, if there is money for it. Kevin to talk to Faulks about doing something this year, possibly obtain another quote if needed.

Discussion on budgeting for crack sealing in 2026. This number would depend on what areas the Board is interested in doing. Budgeted \$35,000 for crack sealing. We

can accept a County bid for this service without going through a bidding process OR bid out and see what else is out there. Discussion on making Pryse Dr the only crack sealing project next year.

Discussion on the budget for snow plowing. Averaging about \$125,000 for snow plowing in recent years, budgeting \$150,000 for snow plowing in 2026. \$518,000 will be budgeted for all Public Works.

Discussion on stop sign and stop ahead sign replacements through the County Hwy Department. The Board would like a listing of what they plan to replace before replacing them, so the Board is aware of the changes. It's about \$500 for each stop sign and possibly a bit more for the reflectors needed (possibly \$4,000 extra). Board discussed getting a current inventory of stop signs for the Township. Also, discussion on getting something in writing on which stop signs are complaint and which ones need to be replaced, so the Town can prioritize. Concerns with the \$15,000 threshold and how many stop signs can be replaced with that amount. Budgeted \$15,000 for town road signage in 2026.

Discussion regarding assigning additional work to maintenance support staff where possible. The reflector strips for the stop signs could be installed by Maintenance and the maintenance support team. Chairman received some estimated numbers to order the reflectors, about \$10 per strip. Treasurer stated we have room in the 2025 budget to order some strips and have maintenance install them this year yet.

Discussion on the quote for the heat pump for the shed from Sunshine Heating. Discussion on how the shed has no insulation, except for the workshop inside. Looking at future expansion of the shed and running water for it; heat pump would support the future plans. There was \$15,000 put away in 2018 for the well. \$250,000 going into fund balance at end of 2025, however, Town is trying to pay back what was took out of fund balance. Need better idea of the well cost; Craig to obtain new quote for a well for the shed.

A motion by Craig Nelson, seconded by Phil Durrant, to approve the Sunshine Heating quote for the heat pump for \$4,460. Motion carried unanimously by a voice vote.

Discussion on the contract with Harter's garbage collection expiring at the end of 2026. Treasurer explained we could talk with the City of Waupaca as their contract will also be up at the same time, to see if they will be extending their contract or going elsewhere. If we extend this contract we won't need to bid this out. It would cost extra for weekly recycling pick-up vs. biweekly. Treasurer to reach out to Harter's to inquire about an extension to the contract.

Discussion on the electronic recycling service and holding that before the City of Waupaca. This service is free, but Board still budgeting \$200 for Town staff to be on site on those days. Clerk to reach out to the company and try and see if they have dates for Spring and Fall next year, so the Town could hold 2 of these events if possible.

The Humane Society budget is on track. Budgeting \$3,000 for recreation, culture, and education (including chamber events and the senior center) and \$65,000 for youth programs. Donations include \$500 to Hartman's Creek, \$1,000 to Waupaca Fine Arts, and \$1,000 to the Waupaca Library Foundation. No other donation requests were received.

Discussion on the Waupaca County Processing and Transfer Facility, the Town will budget \$2,700 for the annual fee. Discussion on the Waupaca Regional Recycling & Compost Commission and the appropriate budget allocation. For 2026, the rate will be \$1.60 per capita, totaling \$5,635.20 for the regional recycling center. Additional discussion on potential options if the center were to close, including whether the Town could provide a separate service for leaves and brush.

Need an attorney to look over the Waupaca Regional Recycling & Compost Commission contract before Board takes action on withdrawing. Clerk to investigate. Add discussion point to next available Board Meeting.

Discussion on obtaining a certified survey map for the Town Hall. Currently receiving \$100 per year (about \$10 an acre) for the neighboring property. Continued discussion on providing leaves and brush for residents.

Discussion on budget for attorney fees and increasing that; \$5,000 to be budgeted for attorney fees.

The Treasurer explained that after all budget discussions, \$206,000 will be returned to the fund balance. The room tax fund balance is currently \$111,000, projected to increase to \$124,000 this year, and an estimated \$140,000 next year. A motion will be needed to transfer funds from the Water Patrol fund balance to the unassigned fund balance, with the goal of eliminating the Water Patrol account since the Sheriff's Department now handles enforcement.

There is \$312,000 reserved for the landfill, and another attorney contract review should be conducted to determine how long that amount needs to be maintained.

Discussion also took place regarding adding planters and flowers in the King area to enhance the appearance for the businesses. Treasurer to create a budget for economic development.

A motion by Craig Nelson, seconded by Phil Durrant, to eliminate the water patrol committed fund balance. Motion carried unanimously by a voice vote.

Treasurer stated we should still make a resolution for the fire district just in case.

Discussion on Pleasant Park Ln needing blacktop. We can probably add this to the pothole listing. Phil to call Ryan from Arrow Precision to see if they can add Pleasant Park Ln to feather in, so there's a smooth transition in that area.

- 2. Review current cemetery ordinances and discuss changes. Review of cemetery ordinances from different townships and other relevant information on cemeteries.** Discussion was held regarding updates to the cemetery ordinances and procedures. The Clerk will update the cemetery rules and regulations to provide as a handout for individuals purchasing grave sites. The Clerk will also revise the cemetery ordinance to include provisions for lot transfers and any associated fees. A policy should also be established for these ordinances to ensure the instructions are clear. Discussion was held regarding winter burials, noting that they are not advisable due to the additional fees associated with snow removal. The topic of a grave site locating fee for the Town was also discussed; Phil suggested a \$50 fee unless a headstone is already in place on the lot and the site is easily located. This will be scheduled for discussion and approval in December. Currently, the family pays the interment fee, although in some cases the funeral home handles the payment.
 - a. Discuss current procedures and fees.**
 - b. Plot transfer ordinance, policy, and associated forms.**
 - c. List of possible heirs for plot purchases.**
- 3. 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*). None.**

4. Consideration of items for future meeting agendas. Nothing else was discussed.

Adjournment: Motion by Phil Durrant, seconded by Craig Nelson, to adjourn the meeting at 12:10pm. Motion carried unanimously by a voice vote.

**Submitted by,
Anjela Hamm – Town Clerk**