Special Board Meeting Minutes
Farmington Town Board
Tuesday, August 4, 2026, at 8:30am
E913 Prairie View Ln
www.farmingtonwaup.gov

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; 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.

Public Input:

- **Amy E Hopfensperger (N2624 Chad Ct):** Ms. Hopfensperger raised the previously discussed deer management situation in the Heritage Hills subdivision.
    - The Board acknowledged the concern and noted that cost was not the sole reason the matter had stalled, citing the recurring nature of the issue, along with other factors that complicate the situation.

New Business:

1. **Ryan Brown from Waupaca County to attend and discuss the Catch a Ride service provided by the County. Take action if necessary.** Ryan Brown was not in attendance. Item should be put on the next Board Meeting agenda. No action taken.

2. **Discussion on room tax funds and short term rentals within the Town.** The Town's Treasurer, Kathy, provided background on the room tax program. The Board wanted more clarification on how the Town got this set up and how funds are distributed between the Convention and Visitors Bureau (CVB) and Farmington. Kathy explained: The room tax framework originated when the City of Waupaca identified that it was collecting room tax revenue generated within the Towns of Farmington and Dayton due to mailing address misreporting by online rental

platforms such as Airbnb and Expedia. These online platforms were assuming the Waupaca zip code was all the City of Waupaca, therefore the City was receiving room tax revenue from Farmington. The Town subsequently adopted an 8% room tax ordinance in 2021 so those funds could be collected at the Town.

The Board was still confused on why the CVB requested additional funds for the benches in King when they already receive the 70%. The Board requested more transparency with CVBs financials.

Per state statute, 70% of collected room tax must be remitted to the CVB for tourism promotion. The remaining 30% is retained by the Town and flows into the general fund as unrestricted revenue, meaning the Town can spend these funds on whichever project they would like. Kathy, who serves as the Town's representative on the CVB board, monitors how those funds are spent. The CVB's primary expenditure is approximately $70,000 annually in advertising the area, with an additional $75,000 distributed as tourism development grants to nonprofits. The CVB's total annual budget is approximately $413,000, with the majority funded by the City of Waupaca through hotel room tax.

Because online platforms often misattribute Farmington-area rentals to the City of Waupaca due to shared ZIP codes, a three-party room tax commission — comprising the City, the Town of Farmington, and the Town of Dayton — was established to settle annual distributions. Under this agreement, Farmington receives 55% of the 30% remainder after the CVB's share is distributed, which has historically yielded between $35,000 and $55,000 per year. Revenue has declined in recent years as more lake property buyers have opted out of short-term rentals.

Discussions took place on how the 30% was previously being used. Board had it set up to use the room tax funds to fund the water patrol, which the Town is no longer in charge of, so these funds can be used for another project, or whatever the board decides to budget it for.

Board members expressed concern about the CVB and chamber of commerce requesting Town funds beyond the statutory 70% share, referencing a prior request for $22,000 in streetside benches and $8,000 annually for flower watering along the QQ commercial corridor. The Board affirmed that any beautification expenditure should be modest, partnership-based, and clearly identified as a Town of Farmington investment. It was noted that businesses along County Road QQ benefit from county road maintenance at no direct cost to the Township, which the Chair cited as a reasonable basis for limited Town investment in that corridor. The Board agreed that accumulated room tax funds — approximately $100,000 — should be directed toward a defined project, with the parking lot at the Town Hall identified as a leading candidate for the upcoming budget cycle.

3. **Discussion and action on Heritage Hills subdivision road work.** The Board discussed concerns about the quality of work completed by Farner on the Heritage Hills subdivision chip seal project. Key issues included unfilled or poorly filled potholes, uneven surfaces with raised lips, drainage problems in the cul-de-sac, and a significant surplus of chip seal aggregate — approximately four large piles — indicating insufficient oil application. A resident in attendance confirmed these deficiencies, noting that tire tracks were visible on the newly treated surface and that water pooling in the cul-de-sac had worsened. The Board agreed that a supervisor would inspect the subdivision in the coming weeks to document deficiencies. Any warranty or remediation concerns were to be directed to the Town Engineer, who oversees contractor relationships for bid projects. The surplus aggregate was noted as potentially unsuitable for reuse on other projects. The Board confirmed that sweeping costs are contractually included and that no additional billing from Farner for vacuuming should be accepted.

4. **Discussion and action on the Duvenick Lane cul-de-sac.** The Board reviewed the ongoing matter of the Duvenick Lane cul-de-sac, which was recently blocked by a gate installed by the property owner. Research confirmed that the cul-de-sac is entirely private property — the Town holds no legal right-of-way — despite having maintained and plowed the area for approximately 12 years under an informal arrangement.

   The Clerk had prepared and mailed a formal letter to the property owner outlining the impacts of the gate on mail delivery, school bus service, garbage collection, and emergency vehicle access. The Chair had also made an in-person attempt to contact the owner and left contact information. The Waupaca postmaster confirmed disruption to mail delivery and expressed a desire to be kept informed. The Board discussed potential resolutions, with the preferred approach being negotiation of a formal easement or property acquisition.

   A tow-away zone was identified as a practical tool to address the owner's stated concern about unauthorized public use of the area, potentially resolving his primary motivation for installing the gate. Eminent domain was acknowledged as a last resort. The Board agreed to await the property owner's response to the letter before taking further action, and to keep all members informed through the Clerk as discussions progress.

5. **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).***

   Indian Crossing Casino Noise Complaint: The Board received a complaint from a resident on Whispering Pines Road regarding noise from the Indian Crossing Casino. It was noted that Waupaca County eliminated its noise ordinance several years ago and the Sheriff's Department lacks enforcement capacity. The Town's own ordinance includes a provision regarding loud and unnecessary noise, though its applicability to commercial entertainment was uncertain. The Board determined there was no actionable remedy available at this time.

   Highway 10 / Anderson Road Project: The Board was notified of a public informational meeting scheduled for the following day regarding planned improvements to the Highway 10 and Anderson Road intersection, with construction anticipated to begin in spring 2028 and potentially restricting left-turn access to and from Anderson Road. The Chair noted a scheduling conflict and encouraged board members to attend if available. Concerns were raised about the impact on the covered bridge subdivision and increased traffic on Larson Road. The Board also discussed the broader design deficiencies at the Highway 10/Anderson interchange.

   Waupaca County Zoning Meeting: The Chair noted that a Waupaca County zoning meeting on Thursday at 9:00 AM at the highway department would address the co-digester proposal, solar, and wind energy issues, in addition to routine zoning matters. The Chair planned to attend in his capacity as a County Supervisor.

   Tractor Repair Resolution: A supervisor reported that a billing dispute with the equipment dealer regarding the new town tractor had been resolved favorably. The dealer waived a $215 repair charge and provided a $185 end-of-season service package including oil change, filter replacement, and blade sharpening and balancing — resulting in over $400 in value to offset the original charge.

WTA Convention: The Chair noted that the Wisconsin Towns Association (WTA) convention is scheduled for October 4–6 in Stevens Point, with a registration cost of $145. The Board will consider attendance.

WMCA Annual Meeting/Convention: The Town Clerk requested authorization to attend the Wisconsin Municipal Clerks Association annual convention, anticipated to be held in Green Bay. The Board indicated support.

6. **Consideration of items for future meeting agendas.** The Board identified the following items for inclusion on future agendas: the Catch a Ride presentation by Ryan Brown; budget preparation discussions beginning in September, including road project prioritization and capital expenditures; and an update on the Duvenick Lane cul-de-sac. The Treasurer noted that the August 20th statement of assessment deadline would inform the preliminary tax levy estimate and equalization rate ahead of the September budget session.

Adjournment: A motion by Phil Durrant, seconded by Craig Nelson, to adjourn the meeting at 10:16am. Motion carried unanimously by a voice vote.

Submitted by,
Anjela Hamm – Town Clerk